

# CSU-Pueblo FY16-17 Budget Requests

Page #	Department	Description	Funding Type	Base Salary	Base Operating	One-Time Requests	Total
<b>PRESIDENT'S OFFICE</b>							
1	President's Office	Travel/HACU	Operating		\$ 16,000		
2	President's Office	Justification					
		<b>Totals</b>		\$ -	\$ 16,000	\$ -	\$ 16,000
<b>ATHLETICS DEPARTMENT</b>							
3a	Athletic Dept.	Equipment Manager/FB Operations	Admin Pro	\$ 39,063			
3b	Athletic Dept.	Increase in Athletic Scholarship Funding	Operating		\$ 72,324		
3c	Athletic Events	Events Manager	Admin Pro	\$ 49,480			
4	Athletic Dept.	Justification					
		<b>Totals</b>		\$ 88,543	\$ 72,324	\$ -	\$ 160,867
<b>AFFIRMATIVE ACTION &amp; EQUAL EMPLOYMENT OPPORTUNITY OFFICE</b>							
5	AA / EE Office	Title IX requirements, student training under Title IX	Operating	\$ 13,000			
6	AA / EE Office	Justification					
		<b>Totals</b>		\$ 13,000	\$ -	\$ -	\$ 13,000
<b>PROVOST COMPLEX/ACADEMIC AFFAIRS</b>							
7a	Office of the Provost	Director of Graduate Programs	Faculty	\$ 39,063			
7b	Office of the Provost	Director of Research and Sponsored Programs	Faculty	\$ 39,063			
7c	Office of the Provost	Sabbatical s(10)	Faculty	\$ 45,574			
7d	Office of the Provost	Director Science & Tutoring (Propel Grant end)	Admin Pro	\$ 58,595			
7e	Office of the Provost	Start up costs new faculty	Operating		\$ 50,000		
7f	Office of the Provost	Equipment & Maintenance	Operating		\$ 120,000		
7g	Office of the Provost	Faculty Development grants	Operating		\$ 30,000		
8, 9, 10	Office of the Provost	Justification					
11	Accreditation	No Request					
12	Faculty Senate	No Request					
13a	Honors Progrm	Thesis & Merit Scholarship increase	Operating		\$ 3,000		
13b	Honors Progrm	Course Development stipends	Operating		\$ 2,000		
14-17	Honors Progrm	Justification					
18	Institutional Research	No Request					
19	Internal Research Funding	No Request					

# CSU-Pueblo FY16-17 Budget Requests

Page #	Department	Description	Funding Type	Base Salary	Base Operating	One-Time Requests	Total
20	ORSP	No Request					
21	President's Leadership	No Request					
<b>Totals</b>				<b>\$ 182,295</b>	<b>\$ 205,000</b>	<b>\$ -</b>	<b>\$ 387,295</b>

## COLLEGE OF EDUCATION ENGINEERING & PROFESSIONAL STUDIES (PROVOST)

22a	Civil Eng. Tech, CM, AIM	Increased Faculty Funding	Faculty	\$ 8,301			
22b	Civil Eng. Tech, CM, AIM	Increase in Adjunct	Faculty	\$ 48,177			
23a	CEEPS Institutional Support	Admin Asst III salary increase	Faculty	\$ 15,417			
23b	CEEPS Institutional Support	Faculty Development for accreditation materials	Faculty/Staff		\$ 10,000		
23c	CEEPS Institutional Support	Funding for Building Signage	One Time			\$ 6,000	
24	CEEPS Institutional Support	Justification					
27	Center for Teach & Learn Dept.	No request submitted					
28	Engineering Dept.	One FTE	Faculty	\$ 68,751			
29	EXHPR Dept.	Funding to replace Lecturer position eliminated in FY14-15	Faculty	\$ 1,302			
30	EXHPR Dept.	Justification					
31a	Nursing Dept.	Faculty Salaries Shortfall from 2015-2016	Faculty	\$ 269,514			
31b	Nursing Dept.	Adjunct shortfall 2015-2016	Faculty	\$ 12,127			
31c	Nursing Dept.	Two new Faculty	Faculty	\$ 120,000			
31d	Nursing Dept.	Increase Visiting Clinical Instructor salary	Faculty	\$ 5,000			
32, 33	Nursing Dept.	Justification					
<b>Totals</b>				<b>\$ 548,589</b>	<b>\$ 10,000</b>	<b>\$ 6,000</b>	<b>\$ 564,589</b>

## COLLEGE OF HUMANITIES & SOCIAL SCIENCES (PROVOST)

34a	Art Dept.	Classified staff .25 FTE	Classified	\$ 12,369			
34b	Art Dept.	Xerox copier	Operating		\$ 1,000		
35	Art Dept.	Justification					
36	CHASS Institutional Support	Increased Adjunct Faculty Funding Needs	Faculty	\$ 46,876			
37, 38	CHASS Institutional Support	Justification					
39a	Communications & Rhetoric	Additional Funding for Lecturer	Faculty	\$ 19,662			
39b	Communications & Rhetoric	Increase in Adjunct budget if Lecturer not funded	Faculty	\$ 16,406			
40, 41	Communications & Rhetoric	Justification					
42a	English & Foreign Language	Additional \$\$ to Fund FT Lecturer position	Faculty	\$ 19,662			
42b	English & Foreign Language	Increase Adjunct if FT Lecturer not funded	Adjunct	\$ 16,406			

# CSU-Pueblo FY16-17 Budget Requests

Page #	Department	Description	Funding Type	Base Salary	Base Operating	One-Time Requests	Total
42c	English & Foreign Language	Justification					
43a	History / Chicano Studies Dept.	Fill vacated Faculty position adding Dept. Chair	Faculty	\$ 20,834			
43b	History / Chicano Studies Dept.	Fill vacated Faculty position upgrade to Asst. Prof.	Faculty	\$ 10,417			
44, 45	History / Chicano Studies Dept.	Justification					
46a	Mass Comm. Dept.	Convert 2 VAP to 2 Tenured Positions	Faculty	\$ 123,700			
46b	Mass Comm. Dept.	Off-set 1st yr. teaching load for new TT hires. FY16-17 only.	Adjunct			\$ 10,938	
46c	Mass Comm. Dept.	Reduce PT-Faculty Line-faculty line	Faculty	\$ (104,168)			
46d	Mass Comm. Dept.	Copy machine	Operating		\$ 2,000		
47	Mass Comm. Dept.	Justification					
48	Military Science & Leadership	Supplies and related expenses	Operating		\$ 2,500		
49a	Music Dept.	Convert 2 Adjunct to FT AIR positions	Faculty	\$ 24,939			
49b	Music Dept.	Scholarship Increase - Marching Band & Music Dept.	Operating		\$ 55,000		
49c	Music Dept.	Renovate MC 205	One Time			\$ 15,000	
50, 51	Music Dept.	Justification					
52a	Psychology Dept.	(1) Tenure Track Assistant Professor	Faculty	\$ 69,011			
52b	Psychology Dept.	(1) Visiting Assistant Professor	Faculty	\$ 57,292			
52c	Psychology Dept.	Operating - paper, copies, scantrons	Operating	\$ 900			
52d	Psychology Dept.	Operating - Travel (\$400/faculty)	Operating	\$ 2,800			
53, 54	Psychology Dept.	Justification					
55a	Social Work Dept.	3 TT faculty positions (2 new, 1 vacant)	Faculty	\$ 214,847			
55b	Social Work Dept.	Professional Development	Operating	\$ 2,100			
56, 57	Social Work Dept.	Justification					
58a	Sociology & Anthropology Dept.	Funding for Abolished Faculty Positions	Faculty	\$ 65,105			
58b	Sociology & Anthropology Dept.	Adjunct increase for sabbaticals	Faculty	\$ 37,500			
58c	Sociology & Anthropology Dept.	Printing/copy svcs./xerox	Operating	\$ 660			
58d	Sociology & Anthropology Dept.	In state employee mileage	Operating	\$ 940			
59, 60, 61	Sociology & Anthropology Dept.	Justification					
<b>Totals</b>				<b>\$ 658,258</b>	<b>\$ 60,500</b>	<b>\$ 25,938</b>	<b>\$ 744,696</b>
<b>COLLEGE OF SCIENCE &amp; MATH (PROVOST)</b>							
62a	Biology Dept.	Additional funding for a TT Faculty position	Faculty	\$ 11,719			
62b	Biology Dept.	Add one Grad Asst. position	Grad Assist.	\$ 9,729			
63	Biology Dept.	Justification					
64a	Chemistry Dept.	New Admin Assistant Position	Classified	\$ 22,632			

# CSU-Pueblo FY16-17 Budget Requests

Page #	Department	Description	Funding Type	Base Salary	Base Operating	One-Time Requests	Total
64b	Chemistry Dept.	To fund Lab expenses	Operating		\$ 15,000		
64c	Chemistry Dept.	Add electrical and outlets for instruments	One-time			\$ 1,897	
65, 66, 67	Chemistry Dept.	Justification					
68a	CSM Institutional Support	Increased Adjunct Faculty Funding Needs	Faculty	\$ 31,250			
68b	CSM Institutional Support	Director for Science Olympiad duties (replace Dir. Propel)	Staff	\$ 65,105			
68c	CSM Institutional Support	Grad Asst. Tuition Allocation	Operating		\$ 11,348		
69-71	CSM Institutional Support	Justification					
72	Math Dept.	Student Tutors for Black Hills Project	Operating		\$ 4,000		
73	Math Dept.	Justification					
74	Physics Dept.	Upgrade Math Lecturer to TT Physics position	Faculty	\$ 26,042			
75, 76	Physics Dept.	Justification					
<b>Totals</b>				<b>\$ 166,477</b>	<b>\$ 30,348</b>	<b>\$ 1,897</b>	<b>\$ 198,722</b>
<b>HASAN SCHOOL OF BUSINESS (PROVOST)</b>							
77	Business Dept.	Additional funding for two TT positions not abolished	Faculty	\$ 97,658			
78-84	Business Dept.	Justification					
<b>Totals</b>				<b>\$ 97,658</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 97,658</b>
<b>LIBRARY SERVICES (PROVOST)</b>							
85	Library Services Dept.	Increase for Mandatory Library Material Costs	Operating			\$ 15,630	
86	Library Services Dept.	Justification					
<b>Totals</b>				<b>\$ -</b>	<b>\$ -</b>	<b>\$ 15,630</b>	<b>\$ 15,630</b>
<b>VICE PRESIDENT FOR STUDENT SERVICES &amp; ENROLLMENT MANAGEMENT</b>							
87	Admissions Dept.	Reduction in Temp Faculty/Staff - Admission Counselor	Admin Pro	\$ (37,125)			
88	Admissions Dept.	Justification					
89a	Alumni Relations	Operating Increase for Outreach Events & Travel	Operating		\$ 10,000		
89b	Alumni Relations	Operating increase for Homecoming Outreach Campaign	Operating		\$ 15,000		
90, 91, 92	Alumni Relations	Justification					
93	AVP Enrollment Mgmt.	No request					
94	Center for Academic Enrichment	No request					
95a	Diversity & Inclusion	Funding for Program Coordinator	Admin Pro	\$ 39,063			
95b	Diversity & Inclusion	Funding for other cultural center spaces/staff development	Operating		\$ 10,000		



# CSU-Pueblo FY16-17 Budget Requests

Page #	Department	Description	Funding Type	Base Salary	Base Operating	One-Time Requests	Total
95c	Diversity & Inclusion	One-time funding for new computers/software update	One-time			\$ 7,000	
96	Diversity & Inclusion	Justification					
97a	External Affairs	Administrative Assistant for External Affairs & Alumni Relations	Admin Pro	\$ 39,063	\$ 1,565		
97b	External Affairs	Assistance in office if not a FT Admin Asst.	Non-Stud Hrl	\$ 16,213			
98	External Affairs	Justification					
99a	International Programs Dept.	Funding for Professional Development	Operating		\$ 10,000		
99b	International Programs Dept.	Funding for Study Abroad	Operating		\$ 5,000		
99c	International Programs Dept.	Portuguese Application Printing	One-time			\$ 2,500	
100	International Programs Dept.	Justification					
101a	Office of the Dean	Coord of Student Conduct & Community Standards	Admin Pro	\$ 52,084			
101b	Office of the Dean	PT-Temp Admin Asst for DRO	Admin Pro	\$ 26,042			
101c	Office of the Dean	Funding to add back for Note taker software	Operating		\$ 10,000		
102, 103	Office of the Dean	Justification					
104	Registrar	U.Direct Standard Implementation Serv. Package	Operating			\$ 26,500	
105	Registrar	Justification					
106	TRIO Program	No request					
107a	Visitor Center	Student Hourly	Stud. Hour	\$ 20,000			
108, 109	Visitor Center	Justification					
110	Financial Aid	No request					
<b>Totals</b>				<b>\$ 155,340</b>	<b>\$ 61,565</b>	<b>\$ 36,000</b>	<b>\$ 252,905</b>

## VICE PRESIDENT FOR FINANCE & ADMINISTRATION

111	Business Financial Services	Increase operating to cover collection fee cost	Operating		\$ 20,000		
112a	Facilities Management Dept.	New EH&S Officer Position	Admin Pro	\$ 71,615			
112b	Facilities Management Dept.	(2) Two New Custodian I Positions	Classified	\$ 67,030			
112c	Facilities Management Dept.	(1) One New General Laborer Positions	Classified	\$ 40,218			
112d	Facilities Management Dept.	(2) Two New General Labor Positions in Auxiliary Serv.	Classified	\$ 80,436			
112e	Facilities Management Dept.	Groundskeeper II Upgrade to III	Classified	\$ 4,022			
112f	Facilities Management Dept.	(3) Three New Grounds Positions	Classified	\$ 107,248			
112g	Facilities Management Dept.	New Admin. Assistant	Classified	\$ 40,218			
112h	Facilities Management Dept.	Operating Increase for Campus Utility Inflation	Operating		\$ 150,000		
112i	Facilities Management Dept.	Operating Increase to Replace Equipment	Operating		\$ 100,000		
112j	Facilities Management Dept.	Operating Increase for Campus Emergency Repairs	Operating		\$ 150,000		
112k	Facilities Management Dept.	Operating Inc. for Campus Repair & Replacement	Operating		\$ 250,000		
113-117	Facilities Management Dept.	Justification					

# CSU-Pueblo FY16-17 Budget Requests

Page #	Department	Description	Funding Type	Base Salary	Base Operating	One-Time Requests	Total
118a	Human Resources Dept.	3% Increase to Current Staff Salaries	Admin Pro	\$ 2,754			
118b	Human Resources Dept.	Operating Increase for Necessary Unfunded Costs	Operating		\$ 14,320		
119, 120, 121	Human Resources Dept.	Justification					
122	Network Support Dept.	One Time Costs to Cover Maintenance & Licensing	One Time			\$ 83,907	
123, 124	Network Support Dept.	Justification					
125	Purchasing Dept.	Operating Increase for Temporary Staff	Operating		\$ 21,600		
126	Purchasing Dept.	Justification					
		<b>Totals</b>		<b>\$ 413,541</b>	<b>\$ 705,920</b>	<b>\$ 83,907</b>	<b>\$1,203,368</b>
		<b>CSU-Pueblo Totals</b>		<b>\$ 2,323,701</b>	<b>\$ 1,161,657</b>	<b>\$ 169,372</b>	<b>\$3,654,730</b>

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**Base Budget Request  
Fiscal Year 2016-2017**

**Purpose of Form:** When base operating changes are requested for the new budget request year, the following information must be provided.

- Instructions:**
1. Cells with \$0.00 have formulas for automatic calculations.
  2. Enter the requested amount on the appropriate line below and check your figures for accuracy.
  3. Attach supporting documentation and indicate how the budget requests relate to the Strategic Plan.
  4. Completed forms should be returned to the appropriate Dean/Director for his/her submission to Cabinet.
  5. Dean/Director must prioritize their department requests in a list submitted to the Budget Office along with the budget requests, supporting documentation, and relation to the Strategic Plan.
  6. Completed forms are due to the Budget Office no later than October 30, 2015.

**Contact Person:** Dr. Lesley Di Mare **Phone No.** 719-549-2951

**FY 2015-2016 Base Budget**

Department/Division President's Office  
 Salaries \$367,560.00  
 Operating Expense \$63,450.00  
 Mandatory Transfer \_\_\_\_\_  
\$431,010.00

**Requested Changes**

EXPENDITURES	Fringe Rate	Salaries	*Fringe	Total	FTE
<b>1. Salaries</b>					
a. Faculty (5000)	30.21%	_____	0.00	0.00	_____
b. Adjunct (5011)	30.21%	_____	0.00	0.00	_____
c. Administrative Professional (5100)	30.21%	_____	0.00	0.00	_____
d. State Classified (5400)	34.06%	_____	0.00	0.00	_____
e. Graduate Assistants (5351)	3.50%	_____	0.00	0.00	_____
f. Non-Student Hourly (5581)	15.81%	_____	0.00	0.00	_____
g. Temporary Faculty/Staff (5541)	30.21%	_____	0.00	0.00	_____
h. Student Hourly (5611)	0.00%	_____	0.00	0.00	_____
<b>Total Salary and Fringe</b>		<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>0.00</u>
<b>*Fringe rates are subject to change</b>					
<b>2. Operating Expenses (6000-9999)</b>					
Description: <u>Travel</u>	Account Number: <u>1310420</u>	_____	Amount: <u>\$10,000.00</u>	_____	_____
<u>HACU</u>	<u>1310420</u>	_____	<u>\$6,000.00</u>	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
<b>Total Requested Changes:</b>		<u>\$0</u>	<u>\$0</u>	<u>\$16,000</u>	<u>0.00</u>

FY 2016-2017 Request:	(Sum of prior year's base + Requested Changes)	<u>\$447,010.00</u>
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<b>FY 2016-2017 One-time Funds Request</b>	
Description: _____	Amount: _____

**Please attach document(s) for justification of above expenditures and demonstrate how the budget requests relate to the Strategic Plan.**

**President's Office Base Budget Request  
Fiscal Year 2016-17**

**Travel Request:**

The Board of Governors stipulated in previous university presidents' contracts that additional discretionary funds be made available to the president for purposes of supporting them in professional development, donor/community relations and travel in varying amounts throughout the years from \$10,000 to \$6,800 per year. When President Di Mare came on board, this stipulation was not included in her contract and expenses for her to attend professional conferences and travel had to be absorbed in our E&G account, thus creating a deficit which we now carry from year to year. In FY15, President Di Mare's travel expenses came to roughly \$6,800 for CSU System, NCAA (not related to the National Championship but her role within the RMAC), the Higher Learning Commission, the American Association of State Colleges and Universities and the National Association of College and University Business Officers. The request beyond \$6,800 would allow her to engage in international outreach on behalf of the University.

**HACU Request:**

From the time that CSU-Pueblo became a Hispanic Serving Institution (HSI), the university has supported students, faculty and staff in attending its conferences and participating in its events. A designated fund source has never been created to support these efforts so they have always been paid out of the President's E&G account, along with support from other areas on campus (CoAMP grants, for example). Costs to support travel to HACU events include mileage, airfare, hotel rooms, meals, conference registration and hotel rooms, which ends up being around \$1,500 per participant. The benefits we get back from being a visible HACU participant are both tangible and intangible in that we receive recognition from them on a national stage, we are able to qualify for more grants because of our HSI status and HACU affiliation, and our students are selected for internship, conferences and other events. \$6,000 in dedicated funding to participate in HACU related activities would enable us to continue to be an involved HACU member and to support the professional development of our faculty, staff and students.



# Athletics 16-17 Budget Request Items

## Athletics Staffing

### 1. Position-Events Manager in Athletics      Salary- #38,000

With the athletics department growing to 22 sports, the total number of athletics events has increased. Also, currently the Director of Athletics serves as the department's primary events manager.

With the increased emphasis in NCAA D II regarding overall game environment and organization of athletic events, most schools now have an administrative position assigned to event management. With our department growing to 22 sports, this position is necessary to provide a first class game environment for competing student athletes, officials, coaches and fans.

This position is necessary for the Department of Athletics to maintain the quality needed to provide the type of program desired to allow for the success of our student athletes and the overall organization of the athletics events conducted by our department each year.

This position will assist in another administrative area in the athletics program.

### 2. Position-Equipment Manager/FB Operations      Salary-\$30,000

Currently the Defensive Coordinator serves as the equipment manager for football. The football program also has limited administrative assistance for their operations of the program. The athletics administrative assistance does give some assistance in football, however this program has grown through the years and is by far the largest operation of any of our sports programs.

### Student Athlete Scholarships      6% increase= \$72,324

Athletics is requesting the increase in scholarship funding to match the % increase for tuition cost for the 16-17 school year. This increase does not reflect the increase in room and board or book costs each year. Also, the requested increase amounts to an increase for roughly ½ of our total scholarships awarded to student athletes each year. The cost of attendance increases for the other half of scholarships awarded must be fund raised each year for athletics to attempt to stay up with the increase in cost.







**To:** Ms. Amanda Mestas  
Executive and Budget Assistant to  
Vice-President of Finance & Administration

**From:** Roosevelt T. Wilson, M.A., Sr. CAAP, CDP  
Director, Equal Opportunity/Affirmative Action  
and Title IX Coordinator

**Subject:** Base Budget Request for Fiscal Year 2016 - 2017

**Date:** November 3, 2015

1. Justification of expenditures and how this relates to the Strategic Plan:

a. Operating Expense 6633 and 6630: \$4100.00 and \$900.00 respectively. This requested change is to be able to fund required professional development/re-certification training, and professional membership in the broad employment/educational law areas of Title IX / various employment law areas and Affirmative Action federal mandates.

b. Operating Expense 6612: \$8,000.00. This requested change relates to funding for a student on-line training platform in the area of Title IX, other anti-harassment/non-discrimination training, and student climate surveys. As legislation continues in the area of a Title IX, institutions must provide initial and on-going training for all students, to include surveying the student population for identifying areas of concern in order to provide focused programming to those areas.

c. **Strategic Plan Relationship:** Our strategic plan outlines at Objective Two: Enhance ethnic, racial, and cultural diversity across the campus. The above requests will greatly assist in facilitating this objective by making available and providing the necessary training to our student population, and therefore preparing them to engage in behaviors and lifestyles congruent with this objective. Additionally, maintaining a currently re-certified equal opportunity staff/support staff will greatly aid in having the professional resources to assist with facilitating this objective.

2. Please contact Roosevelt Wilson at email: [roosevelt.wilson@csupueblo.edu](mailto:roosevelt.wilson@csupueblo.edu) or telephone: 719-549-2210 should you have any questions or require any additional regarding this request. Thank you.

  
Roosevelt T. Wilson

# Base Budget Request

Fiscal Year 2016-2017

**Purpose of Form:** When base operating changes are requested for the new budget request year, the following information must be provided.

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  4. Completed forms should be returned to the appropriate Dean/Director for his/her submission to Cabinet.
  5. Dean/Director must prioritize their department requests in a list submitted to the Budget Office along with the budget requests, supporting documentation, and relation to the Strategic Plan.
  6. Completed forms are due to the Budget Office no later than October 30, 2015.

**Contact Person:** RICK KREMINSKI **Phone No.** 719-549-2090

**FY 2015-2016 Base Budget**

Department/Division Academic Support-Provost  
 Salaries \$408,052.00  
 Operating Expense \$163,234.00

Total: \$571,286.00

**Requested Changes**

EXPENDITURES	Fringe				
	Rate	Salaries	*Fringe	Total	FTE
<b>1. Salaries</b>					
a. Faculty (5000)	30.21%	60,000	18,126.00	78,126.00	1.50
b. Adjunct (5011)	30.21%	35,000	10,573.50	45,573.50	
c. Administrative Professional (5100)	30.21%	45,000	13,594.50	58,594.50	
d. State Classified (5400)	34.06%		0.00	0.00	
e. Graduate Assistants (5351)	3.50%		0.00	0.00	
f. Non-Student Hourly (5581)	15.81%		0.00	0.00	
g. Temporary Faculty/Staff (5541)	30.21%		0.00	0.00	
h. Student Hourly (5611)	0.00%		0.00	0.00	
<b>Total Salary and Fringe</b>		<u>\$140,000</u>	<u>\$42,294</u>	<u>\$182,294</u>	<u>1.50</u>

\*Fringe rates are subject to change

**2. Operating Expenses (6000-9999)**

Description:	Account Number:	Amount:
start-up acct for new faculty	1310150	\$50,000.00
instrument/equip maintenance	1310150	\$120,000.00
faculty development grants	1310150	\$30,000.00
<b>Total Requested Changes:</b>		<u>\$140,000</u> <u>\$42,294</u> <u>\$382,294</u> <u>1.50</u>

FY 2016-2017 Request:	(Sum of prior year's base + Requested Changes)	\$953,580.00
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<b>FY 2016-2017 One-time Funds Request</b>		
Description: _____		Amount: _____

Please attach document(s) for justification of above expenditures and demonstrate how the budget requests relate to the Strategic Plan.

TO: Karl Spiecker, VP for Finance and Administration  
FROM: Dr. Rick Kreminski, Provost/Executive VP for Academic Affairs *rk*  
RE: FY2017 Budget request from Office of the Provost accounts (1310140 and 1310150)  
DATE: October 29, 2015  
CC: Tanya Baird

The FY2017 budget requests for the Provost office area are as follows:

Requested changes 1.a., combined request of \$60K plus benefits for two part-time or full-time positions:

--Director of graduate programs – replacement costs of faculty varying from half-time lecturer or full-time visiting assistant prof (average cost estimated at \$30K)

--Director of research and sponsored programs – replacement costs of faculty varying from half-time lecturer or full-time visiting assistant prof (average cost estimated at \$30K)

Strategic plan relevant portions:

1.1. Objective One – Attract motivated students capable of academic success.

1.3. Objective Three – Provide sustainable, high quality, relevant academic programs that prepare students for professional and academic success.

4.1. Objective One – Enhance/increase co- and extra-curricular opportunities for involvement and engagement for students

PRIORITY #5

Requested changes item 1.b. \$35K plus benefits for sabbatical replacement costs (estimated at about 1/7 of 100 faculty or about 14/year potentially eligible, resulting in 10 actual requests, with about 7 semester-long and 3 year-long; about 120 cr hrs of instruction total at about \$1000/cr hr cost since mostly adjunct but occasional lecturer, less about \$85K in savings from year-long sabbaticals, resulting in about \$35K plus benefit annual need).

Strategic plan relevant portions:

1.2. Objective Two – Attract and retain high quality, motivated faculty and staff who provide outstanding instruction, scholarship, and service.

PRIORITY #1

Requested changes item 1.c for \$45K/yr plus benefits for director, science tutoring center, as Propel grant winds down – estimated at \$60K including benefits

Strategic plan relevant portions:

1.1. Objective One – Attract motivated students capable of academic success.

1.3. Objective Three – Provide sustainable, high quality, relevant academic programs that prepare students for professional and academic success.

4.1. Objective One – Enhance/increase co- and extra-curricular opportunities for involvement and engagement for students

PRIORITY #4

Requested changes item 2, first request of \$50K for start-up costs for new faculty (estimated at \$50K/year, based on an average of 5 new tenure-track hires/year, with average start-up cost varying from \$5K to \$50K, for adjuncts so that faculty member has equivalency time in their first year to help get their research program going, plus costs for new computer and/or one travel allowance of \$1K-\$2K and/or summer research support of \$1K-\$2K and/or new equipment)

Strategic plan relevant portions:

1.2. Objective Two – Attract and retain high quality, motivated faculty and staff who provide outstanding instruction, scholarship, and service.

PRIORITY #3

Requested changes item 2, second request of \$120K: Monies for equipment maintenance (estimated at 2% of equipment value per year, estimated at \$6M across campus)

Strategic plan relevant portions:

1.1. Objective One – Attract motivated students capable of academic success.

1.3. Objective Three – Provide sustainable, high quality, relevant academic programs that prepare students for professional and academic success.

2.4. Objective Four – Provide financial stewardship and sustainability of University resources

4.3. Objective Three – Provide modern, comfortable, and safe campus facilities and technology to support student learning

PRIORITY #6

Requested changes item 2, third request line for \$30K/yr for faculty development grants – funding in the past had come from one-time royalties from CSU Global when they initially began offering courses developed by CSU-Pueblo faculty.

Strategic plan relevant portions:

1.2. Objective Two – Attract and retain high quality, motivated faculty and staff who provide outstanding instruction, scholarship, and service.

PRIORITY #2

TO: Dr. Rick Kreminski, Provost/Executive VP for Academic Affairs  
FROM: Tanya Baird, Executive Assistant to the Provost  
RE: FY2017 Budget request from Office of the Provost account 1310551  
DATE: October 30, 2015

The FY2017 budget request for the Office of the Provost Account 1310551 is as follows:

Requested change: FY2016-2017 One-time Funds Request for the funding of Kuali Coeus yearly maintenance fee at \$36,900/year. This expense covers the yearly fee (years 3) of the three-year contract which began in FY2015-2016. These monies were not considered in budget calculations for 2015-2016, and as a result funding for internal faculty research support was reduced.

Strategic plan relevant portions:

- 1.1. Objective One – Attract motivated students capable of academic success.
- 1.2. Objective Two – Attract and retain high quality, motivated faculty and staff who provide outstanding instruction, scholarship, and service.
- 1.3. Objective Three – Provide sustainable, high quality, relevant academic programs that prepare students for professional and academic success.
- 3.3. Objective Three – Integrate experiential education throughout students' curricular and co-curricular activities
- 4.1. Objective One – Enhance/increase co- and extra-curricular opportunities for involvement and engagement for students

# Base Budget Request

Fiscal Year 2016-2017

**Purpose of Form:** When base operating changes are requested for the new budget request year, the following information must be provided.

- Instructions:**
1. Cells with \$0.00 have formulas for automatic calculations.
  2. Enter the requested amount on the appropriate line below and check your figures for accuracy.
  3. Attach supporting documentation and indicate how the budget requests relate to the Strategic Plan.
  4. Completed forms should be returned to the appropriate Dean/Director for his/her submission to Cabin
  5. Dean/Director must prioritize their department requests in a list submitted to the Budget Office along with the budget requests, supporting documentation, and relation to the Strategic Plan.
  6. Completed forms are due to the Budget Office no later than October 30, 2015.

**Contact Person:** RICK KREMINSKI **Phone No.** 719-549-2090

**FY 2015-2016 Base Budget**

Department/Division Accreditation  
 Salaries \_\_\_\_\_  
 Operating Expense \$104,545.00  
  
 Total: \$104,545.00

**Requested Changes**

EXPENDITURES	Fringe Rate	Salaries	*Fringe	Total	FTE
<b>1. Salaries</b>					
a. Faculty (5000)	30.21%	_____	0.00	0.00	_____
b. Adjunct (5011)	30.21%	_____	0.00	0.00	_____
c. Administrative Professional (5100)	30.21%	_____	0.00	0.00	_____
d. State Classified (5400)	34.06%	_____	0.00	0.00	_____
e. Graduate Assistants (5351)	3.50%	_____	0.00	0.00	_____
f. Non-Student Hourly (5581)	15.81%	_____	0.00	0.00	_____
g. Temporary Faculty/Staff (5541)	30.21%	_____	0.00	0.00	_____
h. Student Hourly (5611)	0.00%	_____	0.00	0.00	_____
<b>Total Salary and Fringe</b>		<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>0.00</u>

\*Fringe rates are subject to change

**2. Operating Expenses (6000-9999)**

Description: _____	Account Number: _____	Amount: _____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
<b>Total Requested Changes:</b>			<u>\$0</u>	<u>\$0</u>	<u>\$0</u>

FY 2016-2017 Request:	(Sum of prior year's base + Requested Changes)	<u>\$104,545.00</u>
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<b>FY 2016-2017 One-time Funds Request</b>	
Description: _____	Amount: _____

Please attach document(s) for justification of above expenditures and demonstrate how the budget requests relate to the Strategic Plan.

# Base Budget Request

Fiscal Year 2016-2017

**Purpose of Form:** When base operating changes are requested for the new budget request year, the following information must be provided.

- Instructions:**
1. Cells with \$0.00 have formulas for automatic calculations.
  2. Enter the requested amount on the appropriate line below and check your figures for accuracy.
  3. Attach supporting documentation and indicate how the budget requests relate to the Strategic Plan.
  4. Completed forms should be returned to the appropriate Dean/Director for his/her submission to Cabinet.
  5. Dean/Director must prioritize their department requests in a list submitted to the Budget Office along with the budget requests, supporting documentation, and relation to the Strategic Plan.
  6. Completed forms are due to the Budget Office no later than October 30, 2015.

**Contact Person:** RICK KREMSKI **Phone No.** 719-549-2090

**FY 2015-2016 Base Budget**

Department/Division Faculty Senate  
 Salaries \$513.00  
 Operating Expense \$2,603.00

Total: \$3,116.00

**Requested Changes**

EXPENDITURES	Fringe Rate	Salaries	*Fringe	Total	FTE
<b>1. Salaries</b>					
a. Faculty (5000)	30.21%	_____	0.00	0.00	_____
b. Adjunct (5011)	30.21%	_____	0.00	0.00	_____
c. Administrative Professional (5100)	30.21%	_____	0.00	0.00	_____
d. State Classified (5400)	34.06%	_____	0.00	0.00	_____
e. Graduate Assistants (5351)	3.50%	_____	0.00	0.00	_____
f. Non-Student Hourly (5581)	15.81%	_____	0.00	0.00	_____
g. Temporary Faculty/Staff (5541)	30.21%	_____	0.00	0.00	_____
h. Student Hourly (5611)	0.00%	_____	0.00	0.00	_____
<b>Total Salary and Fringe</b>		<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>0.00</u>

\*Fringe rates are subject to change

**2. Operating Expenses (6000-9999)**

Description: _____	Account Number: _____	Amount: _____	
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	

**Total Requested Changes:** \$0 \$0 \$0 0.00

FY 2016-2017 Request:	(Sum of prior year's base + Requested Changes)	\$3,116.00	
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<b>FY 2016-2017 One-time Funds Request</b>	
Description: _____	Amount: _____

Please attach document(s) for justification of above expenditures and demonstrate how the budget requests relate to the Strategic Plan.





**FY17 Budget Request  
Honors Program  
Justification of Requested Additions**

**Overall Justification.**

All requests for Honors Program increases can be seen as falling under Goal One of the Strategic Plan. Supporting the Honors Program and its students directly helps advance Goal One. (Additional individual item-level justifications appear below.)

*Strategic Plan sections justifying all of the following requests.*

**Goal One - Excellent Academics** We will provide excellent academic programming and outstanding instruction so that our students meet specified learning outcomes in their disciplines and general education, toward completion of a degree that prepares them for professional and academic success

- 1.1. Objective One - Attract motivated students capable of academic success. (E)
  - 1.1.1. Measure - Increase the percentage of first-time, full-time freshmen (FTFTF) with an index score above 100 from 49% in 2014 to 54% in 2020.
    - 1.1.1.A. Strategy: Increase the number of students who receive merit-based scholarships.
    - 1.1.1.B. Strategy: Investigate best practices to sustain a vibrant Honors Program and how the program fits with CSU-Pueblo's strategy, competing campus needs, and resource constraints.

...

- 1.3. Objective Three – Provide sustainable, high quality, relevant academic programs that prepare students for professional and academic success. (G)

**Item-level Justification: Thesis & Merit Scholarships: \$3000**

The Honors Program requests an addition of \$3000 to be used to support Honors students in their 3<sup>rd</sup> and 4<sup>th</sup> years of the program. The money will be used to fund competitive merit awards for rising juniors and awards for thesis-writing seniors.

The junior and senior years are when Honors students typically take the Experiential Education and self-directed research components of the Honors curriculum. The Group Projects, Service Learning and Senior Thesis all stress EE. Senior Thesis and Group Projects also emphasize research. Finally, all three also provide “networking, leadership, and mentoring opportunities” (See Strategic Plan, 4.2).

Unfortunately, the junior year is also the year many students drop out of the program and/or transfer to other universities. By recognizing students' accomplishments in their first two years, the junior-year awards 1) will provide additional incentives (both monetary and social-emotional) to perform well early in the program and 2) will encourage university and program retention at exactly the point our EE and research components become more prominent in the students'

lives. The thesis awards are designed to play a similar role for the seniors. These awards should also help defray the some of the expenses of the research.

*Strategic Plan sections justifying above request.*

**Goal One - Excellent Academics** We will provide excellent academic programming and outstanding instruction so that our students meet specified learning outcomes in their disciplines and general education, toward completion of a degree that prepares them for professional and academic success

1.1. Objective One - Attract motivated students capable of academic success. (E)

1.1.1.B. Strategy: Investigate best practices to sustain a vibrant Honors Program and how the program fits with CSU-Pueblo's strategy, competing campus needs, and resource constraints.

1.3. Objective Three – Provide sustainable, high quality, relevant academic programs that prepare students for professional and academic success. (G)

1.3.5. Measure: Increase number of students enrolled in courses designated as including undergraduate research from 145 in AY 2014/2015 to 160 in AY 2019/2020.

1.3.5. B. Strategy: Investigate and implement most appropriate “best practices” that enable and promote undergraduate research.

**Goal Three: Transformative Opportunities** We will provide our students transformative opportunities through a comprehensive college experience that validates the life-changing benefits from achieving a college degree.

3.3. Objective Three - Integrate experiential education throughout students' curricular and co-curricular activities (G) As a philosophy of education, Experiential Education (EE) informs and enhances the learning experience of students by emphasizing a learning-by-doing approach that includes reflection and application. In addition, EE has been selected as the University's Quality Initiative for the Higher Learning Commission's Open Pathway to accreditation.

3.3.1. Measure: Increase the numbers of students who complete a designated experiential course or activity from 0 in 2015 to 500 in 2020 as determined in conjunction with EE steering committee.

**Goal Four: Supportive Student Life** We will provide our students a supportive student life experience that addresses their academic, social, physical, and technological needs.

4.2. Objective Two - Provide opportunities for networking, leadership, and mentoring opportunities for students both on and off-campus (G) In order for us to meet the needs of a changing global market and to enhance career development for students, we need to provide opportunities for them to learn how to network and expand their leadership abilities

**Item-level Justification: Faculty Course Development Stipends (2x\$1000) & Home Department Course Buyouts (2x\$2400): \$6800**

The Honors Program requests an addition of \$6800 to pay for the development and teaching of Honors course electives. The proposed faculty course development stipends would provide an incentive and recognition for faculty to develop Honors elective courses and to hone their teaching skills. The home department buyouts would allow the programs in question to continue offering their typical courses while a faculty member teaches a smaller-enrollment Honors elective. (See Strategic Plan sections 1.2; 1.2.2.C & 1.2.2.D)

This request is designed to remedy to following problem. Our current offerings of Honors GenEd and upper level electives depend upon the Director’s subject area and the generosity of other faculty and department chairs. That is, although the current director is able to offer two Humanities Honors GenEd courses and one upper-level elective each year, this is not sufficient to provide our students with a reasonable selection of courses, either in number or subject area. As a result the Honors program relies on the good will of non-Honors faculty and chairs to provide Honors-only (or 3.500 GPA only) courses. This often results in departments earning fewer FTEs than they otherwise would.

This situation is unsustainable and contrary to best practices. It is not indicative of a healthy Honors program and should be addressed. . (See Strategic Plan sections 1.1.1.B; 1.3 & 1.3.5.B) Indeed, the National Collegiate Honors Council maintains that a fully developed Honors Program “avoids dependence on the good will and energy of particular faculty members or administrators for survival. In other words, the program is fully institutionalized (like comparable units on campus) so that it can build a lasting tradition of excellence.” (NCHC, *Basic Characteristics of a Fully Developed Honors Program*. nchchonors.org)

*Strategic Plan sections justifying above request.*

**Goal One - Excellent Academics** We will provide excellent academic programming and outstanding instruction so that our students meet specified learning outcomes in their disciplines and general education, toward completion of a degree that prepares them for professional and academic success

1.1. Objective One - Attract motivated students capable of academic success. (E)

1.1.1.B. Strategy: Investigate best practices to sustain a vibrant Honors Program and how the program fits with CSU-Pueblo’s strategy, competing campus needs, and resource constraints.

1.2. Objective Two – Attract and retain high quality, motivated faculty and staff who provide outstanding instruction, scholarship, and service. (R)

Creating a University environment that high-quality faculty and staff find rewarding is essential to a workforce capable of providing outstanding instruction, scholarship and creative activity, and service. Retention of high-performing faculty is important not only because of their input and contributions, but also because turnover is expensive.

University climates where people feel appreciated and rewarded are more successful at

retaining employees, enable them to focus on their work, and encourage them to promote the interests of the University and its stakeholders.

1.2.2.C. Strategy: Support disciplinary research and scholarly and creative activity financially and with appropriate recognition for promotion and tenure.

1.2.2.D. Strategy: Support research in the scholarship of teaching financially and with appropriate recognition for promotion and tenure.

1.3. Objective Three – Provide sustainable, high quality, relevant academic programs that prepare students for professional and academic success. (G)

1.3.5. B. Strategy: Investigate and implement most appropriate “best practices” that enable and promote undergraduate research.

# Base Budget Request

Fiscal Year 2016-2017

**Purpose of Form:**

When base operating changes are requested for the new budget request year, the following information must be provided.

**Instructions:**

1. Cells with \$0.00 have formulas for automatic calculations.
2. Enter the requested amount on the appropriate line below and check your figures for accuracy.
3. Attach supporting documentation and indicate how the budget requests relate to the Strategic Plan.
4. Completed forms should be returned to the appropriate Dean/Director for his/her submission to Cabinet.
5. Dean/Director must prioritize their department requests in a list submitted to the Budget Office along with the budget requests, supporting documentation, and relation to the Strategic Plan.
6. Completed forms are due to the Budget Office no later than October 30, 2015.

**Contact Person:** RICK KREMSKI

**Phone No.** 719-549-2090

**FY 2015-2016 Base Budget**

Department/Division Institutional Research  
 Salaries \$193,113.00  
 Operating Expense \$7,026.00

Total: \$200,139.00

**Requested Changes**

EXPENDITURES	Fringe		Total	FTE
	Rate	Salaries		
<b>1. Salaries</b>				
a. Faculty (5000)	30.21%	_____	0.00	_____
b. Adjunct (5011)	30.21%	_____	0.00	_____
c. Administrative Professional (5100)	30.21%	_____	0.00	_____
d. State Classified (5400)	34.06%	_____	0.00	_____
e. Graduate Assistants (5351)	3.50%	_____	0.00	_____
f. Non-Student Hourly (5581)	15.81%	_____	0.00	_____
g. Temporary Faculty/Staff (5541)	30.21%	_____	0.00	_____
h. Student Hourly (5611)	0.00%	_____	0.00	_____
<b>Total Salary and Fringe</b>		<u>\$0</u>	<u>\$0</u>	<u>0.00</u>

\*Fringe rates are subject to change

**2. Operating Expenses (6000-9999)**

Description: _____	Account Number: _____	Amount: _____		
_____	_____	_____		
_____	_____	_____		
_____	_____	_____		

**Total Requested Changes:** \$0   \$0   \$0   0.00

FY 2016-2017 Request:	(Sum of prior year's base + Requested Changes)	<u>\$200,139.00</u>	
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<b>FY 2016-2017 One-time Funds Request</b>	
Description: _____	Amount: _____

**Please attach document(s) for justification of above expenditures and demonstrate how the budget requests relate to the Strategic Plan.**

# Base Budget Request

## Fiscal Year 2016-2017

**Purpose of Form:** When base operating changes are requested for the new budget request year, the following information must be provided.

- Instructions:**
1. Cells with \$0.00 have formulas for automatic calculations.
  2. Enter the requested amount on the appropriate line below and check your figures for accuracy.
  3. Attach supporting documentation and indicate how the budget requests relate to the Strategic Plan.
  4. Completed forms should be returned to the appropriate Dean/Director for his/her submission to Cabinet.
  5. Dean/Director must prioritize their department requests in a list submitted to the Budget Office along with the budget requests, supporting documentation, and relation to the Strategic Plan.
  6. Completed forms are due to the Budget Office no later than October 30, 2015.

**Contact Person:** RICK KREMINSKI **Phone No.** 719-549-2090

**FY 2015-2016 Base Budget**

Department/Division Internal Research Funding  
 Salaries \_\_\_\_\_  
 Operating Expense \$185,984.00  
  
 Total: \$185,984.00

**Requested Changes**

EXPENDITURES	Fringe			Total	FTE
	Rate	Salaries	*Fringe		
<b>1. Salaries</b>					
a. Faculty (5000)	30.21%	_____	0.00	0.00	_____
b. Adjunct (5011)	30.21%	_____	0.00	0.00	_____
c. Administrative Professional (5100)	30.21%	_____	0.00	0.00	_____
d. State Classified (5400)	34.06%	_____	0.00	0.00	_____
e. Graduate Assistants (5351)	3.50%	_____	0.00	0.00	_____
f. Non-Student Hourly (5581)	15.81%	_____	0.00	0.00	_____
g. Temporary Faculty/Staff (5541)	30.21%	_____	0.00	0.00	_____
h. Student Hourly (5611)	0.00%	_____	0.00	0.00	_____
<b>Total Salary and Fringe</b>		<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>0.00</u>

\*Fringe rates are subject to change

**2. Operating Expenses (6000-9999)**

Description:	Account Number:	Amount:
_____	1E+06 _____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
<b>Total Requested Changes:</b>		<u>\$0</u> <u>\$0</u> <u>0.00</u>

FY 2016-2017 Request: (Sum of prior year's base + Requested Changes) \$185,987.00

**FY 2016-2017 One-time Funds Request**

Kuali Coeus  
 Description: Maintenance Fee Amount: \$36,900.00

**Please attach document(s) for justification of above expenditures and demonstrate how the budget requests relate to the Strategic Plan.**

# Base Budget Request

Fiscal Year 2016-2017

**Purpose of Form:** When base operating changes are requested for the new budget request year, the following information must be provided.

- Instructions:**
1. Cells with \$0.00 have formulas for automatic calculations.
  2. Enter the requested amount on the appropriate line below and check your figures for accuracy
  3. Attach supporting documentation and indicate how the budget requests relate to the Strategic Plan
  4. Completed forms should be returned to the appropriate Dean/Director for his/her submission
  5. Dean/Director must prioritize their department requests in a list submitted to the Budget Office along with the budget requests, supporting documentation, and relation to the Strategic Plan.
  6. Completed forms are due to the Budget Office no later than October 30, 2015.

**Contact Person:** RICK KREMINSKI

**Phone No.** 719-549-2090

**FY 2015-2016 Base Budget**

Department/Division Office of Research and Sponsored Programs  
 Salaries \_\_\_\_\_  
 Operating Expense \$3,202.00  
  
 Total: \$3,202.00

**Requested Changes**

EXPENDITURES	Fringe Rate	Salaries	*Fringe	Total	FTE
<b>1. Salaries</b>					
a. Faculty (5000)	30.21%	_____	0.00	0.00	_____
b. Adjunct (5011)	30.21%	_____	0.00	0.00	_____
c. Administrative Professional (5100)	30.21%	_____	0.00	0.00	_____
d. State Classified (5400)	34.06%	_____	0.00	0.00	_____
e. Graduate Assistants (5351)	3.50%	_____	0.00	0.00	_____
f. Non-Student Hourly (5581)	15.81%	_____	0.00	0.00	_____
g. Temporary Faculty/Staff (5541)	30.21%	_____	0.00	0.00	_____
h. Student Hourly (5611)	0.00%	_____	0.00	0.00	_____
<b>Total Salary and Fringe</b>		<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>0.00</u>

\*Fringe rates are subject to change

**2. Operating Expenses (6000-9999)**

Description: _____	Account Number: _____	Amount: _____	
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	
<b>Total Requested Changes:</b>		<u>\$0</u>	<u>\$0</u>

FY 2016-2017 Request:	(Sum of prior year's base + Requested Changes)	<u>\$3,202.00</u>
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<b>FY 2016-2017 One-time Funds Request</b>	
Description: _____	Amount: _____

**Please attach document(s) for justification of above expenditures and demonstrate how the budget requests relate to the Strategic Plan.**



# Base Budget Request

Fiscal Year 2016-2017

**Purpose of Form:** When base operating changes are requested for the new budget request year, the following information must be provided.

- Instructions:**
1. Cells with \$0.00 have formulas for automatic calculations.
  2. Enter the requested amount on the appropriate line below and check your figures for accuracy.
  3. Attach supporting documentation and indicate how the budget requests relate to the Strategic Plan.
  4. Completed forms should be returned to the appropriate Dean/Director for his/her submission to Cabinet.
  5. Dean/Director must prioritize their department requests in a list submitted to the Budget Office along with the budget requests, supporting documentation, and relation to the Strategic Plan.
  6. Completed forms are due to the Budget Office no later than October 30, 2015.

**Contact Person:** RICK KREMINSKI **Phone No.** 719-549-2090

**FY 2015-2016 Base Budget**

Department/Division President's Leadership  
 Salaries \$64,584.00  
 Operating Expense \$22,794.00

Total: \$87,378.00

**Requested Changes**

EXPENDITURES	Fringe Rate	Salaries	*Fringe	Total	FTE
<b>1. Salaries</b>					
a. Faculty (5000)	30.21%	<u>0</u>	0.00	0.00	<u>          </u>
b. Adjunct (5011)	30.21%	<u>          </u>	0.00	0.00	<u>          </u>
c. Administrative Professional (5100)	30.21%	<u>          </u>	0.00	0.00	<u>          </u>
d. State Classified (5400)	34.06%	<u>          </u>	0.00	0.00	<u>          </u>
e. Graduate Assistants (5351)	3.50%	<u>          </u>	0.00	0.00	<u>          </u>
f. Non-Student Hourly (5581)	15.81%	<u>          </u>	0.00	0.00	<u>          </u>
g. Temporary Faculty/Staff (5541)	30.21%	<u>          </u>	0.00	0.00	<u>          </u>
h. Student Hourly (5611)	0.00%	<u>          </u>	0.00	0.00	<u>          </u>
<b>Total Salary and Fringe</b>		<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>0.00</u>

\*Fringe rates are subject to change

**2. Operating Expenses (6000-9999)**

Description: _____	Account Number: <u>1310-149</u>	Amount: _____	
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	
<b>Total Requested Changes:</b>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u> <u>0.00</u>

FY 2016-2017 Request:	(Sum of prior year's base + Requested Changes)	<u>\$87,378.00</u>
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FY 2016-2017 One-time Funds Request	
Description: _____	Amount: _____

Please attach document(s) for justification of above expenditures and demonstrate how the budget requests relate to the Strategic Plan.

# Base Budget Request

Fiscal Year 2016-2017

**Purpose of Form:** When base operating changes are requested for the new budget request year, the following information must be provided.

- Instructions:**
1. Cells with \$0.00 have formulas for automatic calculations.
  2. Enter the requested amount on the appropriate line below and check your figures for accuracy.
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  5. Dean/Director must prioritize their department requests in a list submitted to the Budget Office along with the budget requests, supporting documentation, and relation to the Strategic Plan.
  6. Completed forms are due to the Budget Office no later than October 30, 2015.

**Contact Person:** SYLVESTER KALEVELA **Phone No.** 719-549-2696

**FY 2015-2016 Base Budget**

Department/Division	<u>Dept of Civ Engineering Tech, Construction Mgmt, AIM</u>
Salaries	<u>\$447,854</u>
Operating Expense	<u>\$29,324</u>
Total:	<u>\$477,178</u>

**Requested Changes**

EXPENDITURES	Fringe Rate	Salaries	*Fringe	Total	FTE
<b>1. Salaries</b>					
a. Faculty (5000)	30.21%	6,375	1,925.89	8,300.89	_____
b. Adjunct (5011)	30.21%	37,000	11,177.70	48,177.70	_____
c. Administrative Professional (5100)	30.21%	_____	0.00	0.00	_____
d. State Classified (5400)	34.06%	_____	0.00	0.00	_____
e. Graduate Assistants (5351)	3.50%	_____	0.00	0.00	_____
f. Non-Student Hourly (5581)	15.81%	_____	0.00	0.00	_____
g. Temporary Faculty/Staff (5541)	30.21%	_____	0.00	0.00	_____
h. Student Hourly (5611)	0.00%	_____	0.00	0.00	_____
<b>Total Salary and Fringe</b>		<u>\$43,375</u>	<u>\$13,104</u>	<u>\$56,479</u>	<u>0.00</u>

\*Fringe rates are subject to change

**2. Operating Expenses (6000-9999)**

Description: _____	Account Number: _____	Amount: _____	
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	
<b>Total Requested Changes:</b>		<u>\$43,375</u>	<u>\$13,104</u>

FY 2016-2017 Request:	(Sum of prior year's base + Requested Changes)	<u>\$533,657.00</u>
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FY 2016-2017 One-time Funds Request	
Description: _____	Amount: <u>\$0</u>

Please attach document(s) for justification of above expenditures and demonstrate how the budget requests relate to the Strategic Plan.

# Base Budget Request

Fiscal Year 2016-2017

**Purpose of** When base operating changes are requested for the new budget request year, the following information must be provided.

- Instructions:**
1. Cells with \$0.00 have formulas for automatic calculations.
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**Contact Person:** SYLVESTER A. KALEVELA **Phone No.** 719-549-2696

**FY 2015-2016 Base Budget**

Department/Division CEEPS INSTITUTIONAL SUPPORT & GA

Salaries \$731,923

Operating Expense \$62,826

Total: \$794,749

**Requested Changes**

EXPENDITURES	Fringe Rate	Salaries	*Fringe	Total	FTE
<b>1. Salaries</b>					
a. Faculty (5000)	30.21%	_____	0.00	0.00	_____
b. Adjunct (5011)	30.21%	_____	0.00	0.00	_____
c. Administrative Professional (5100)	30.21%	_____	0.00	0.00	_____
d. State Classified (5400)	34.06%	11,500	3,916.90	15,416.90	_____
e. Graduate Assistants (5351)	3.50%	_____	0.00	0.00	_____
f. Non-Student Hourly (5581)	15.81%	_____	0.00	0.00	_____
g. Temporary Faculty/Staff (5541)	30.21%	_____	0.00	0.00	_____
h. Student Hourly (5611)	0.00%	_____	0.00	0.00	_____
<b>Total Salary and Fringe</b>		<u>\$11,500</u>	<u>\$3,917</u>	<u>\$15,417</u>	<u>0.00</u>

\*Fringe rates are subject to change

**2. Operating Expenses (6000-9999)**

Description: Faculty Development Account Number: 1310250 Amount: \$10,000.00


**Total Requested Changes:** \$11,500 \$3,917 \$25,417 0.00

FY 2016-2017 Request:	(Sum of prior year's base + Requested Changes)	<u>\$820,165.90</u>
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<b>FY 2016-2017 One-time Funds Request</b> Description: <u>Install CEEPS sign to help visitors from the West parking lot find their way to the Technology Building</u>	Amount: <u>\$6,000</u>
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Please attach document(s) for justification of above expenditures and demonstrate how the budget requests relate to the Strategic Plan.  
 See CEEPS FY17 Budget Appendix

## CEEPS 2016-17 INCREMENTAL BUDGET PRIORITY RANKING

Department	Item description	Cost (\$)	Priority Rank	Remarks	Links to Strategic Plan Objectives*	
					Goals	Objectives
CEEPS	Faculty Accreditation Training	4,000.00	<b>4</b>	Two departments need to send faculty to ABET training next year. Others can wait for another year	1	1.3
	Install sign for Technology building next to West (W1) Parking lot	6,000	<b>8</b>	CEEPS has been requesting this sign since 2011. There is a sign for the Physics/Math Building but none for the Technology Building. Visitors need it.	1	1.1
	Classified staff salary	11,500	<b>7</b>	Dean's Admin Assist III (Includes fringe benefits)	1	N/A
Engineering	Salary increase for Leonardo Bedoya-Valencia	3,000	<b>1</b>	Leonardo was promoted to Associate Professor effective fall 2015 but his salary budget was not adjusted on the 2015-16 documents that I received.	1	1.2, 1.3
	Sabbatical leave replacement cost of \$7,200	7,200	<b>10</b>	The department chairs were informed that the university will not be funding AY 16-17 sabbaticals. Therefore, it is ranked at low priority.	1	1.2
	Faculty salary (\$52,800)		<b>X</b>	Do not consider this request. Delete the request from the Engineering department incremental budget request.	N/A	N/A
CET/CM	Adjunct Faculty compensation (\$37,000)	48,178	<b>6</b>	Includes salary (\$37,000) and fringe benefits (\$11,178). The amount will decrease by \$19,000 if I return to the department or if the department fills the CET position.	1	1.3
	Regular faculty salary adjustment (\$6,375)	8,301	<b>5</b>	Includes salary (\$6,375) and fringe benefits (\$1,925). The chair made this estimate based on my possible return to the department.	1	1.2

EXHPR	Reinstate full-time Lecturer position (\$33,000)	11,000	<b>3</b>	The department has a seed budget of about \$32,000 but will need an additional \$1000 plus fringe benefits	1, 3	1.2, 1.3, 3.1
	Sabbatical leave replacement cost of \$8,400	8,400	<b>11</b>	The department chairs were informed that the university will not be funding AY 16-17 sabbaticals. Therefore, it is ranked at low priority.	1	1.2
Nursing	Adjunct faculty budget	100,000	<b>2</b>	Current year (2015-16) salary savings will pay for NSG deficit. CEEPS/NSG will need this additional adjunct money in 2016-17.	1	1.3
	Increase clinical instructors	5,000	<b>9</b>		1	1.3
	Two new faculty members	120,000	<b>12</b>	The Nursing department wishes to raise the number of full-time faculty members in order to be in line with the expectations of the program accrediting agency (ACEN).	1	1.2, 1.3

**\*Legend:**

Goal #1 – Excellent Academics

Objective 1.1 – Attract motivated students capable of academic success

Objective 1.2 – Attract and retain faculty high quality motivated faculty ...

Objective 1.3 – Provide sustainable, high quality, relevant academic programs that prepare students for professional and academic success.

Goal #3 – Transformative Opportunities

Objective 3.1: Provide academic advising, counseling, and tutoring services ...

## CEEPS FY17 BUDGET APPENDIX

The following incremental budget requests have been made for CEEPS Instruction Support:

1. Addition to current budget for Admin Assistant III - \$11,500. Currently, CEEPS has no admin assistant and the budget used to pay a non-student hourly employee is \$3000 below the minimum allowable salary for an Admin Assistant III. To meet the budget requirements, the office needs to increase the salary budget by \$3000 plus 34% for benefists. Total required is about \$4000. In addition, the current available compensation budget of \$39,000 needs a an additional 18.25% budget increase for benefits. Until now we have been paying 15.81% benefits for non-student hourly. Benefits for an Admin Assistant III is 34.06%. the increment budget need are provided in the table below
2. Faculty development (\$10,000) for personnel involved in preparing accreditation materials for externally accredited programs need specific training related to expectations. About five programs including Athletic Ttraining, Engineering, Teacher Education, Civil Engineering Technology and Construction Management need to receive traing soon.
3. CEEPS sign installation (\$6000) to help visitors navigate their way to the Technology Building From the West parking lot. At this time, there is no sign near the west parking lot to direct visitors to the Technology Buidling. Requests for the sign have previously been made without success. Reasons given by facilities for not providing the sign is lack of funding.

### Summary of Incremental Budget Analysis:

		Estimated	Requested
1a	Additional compensation to reach salary floor	\$ 3000	
1b	Add 34.06% Benefits	\$ 1022	
1c	Add 18.25% of current \$39,000	\$ 7118	
	<b>Subtotal</b>	<b>\$11,139</b>	<b>\$11,500</b>
2	Faculty Development	<b>\$ 10,000</b>	<b>\$ 10,000</b>
3	Navigation information sign to the Tech Building	<b>\$ 6,000</b>	<b>\$ 6,000</b>

# Base Budget Request

Fiscal Year 2016-2017

**Purpose of Form:** When base operating changes are requested for the new budget request year, the following information must be provided.

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**Contact Person:** SYLVESTER KALEVELA **Phone No.** 719-549-2696

**FY 2015-2016 Base Budget**

Department/Division Center for Teaching & Learning  
 Salaries \$588,394  
 Operating Expense \$69,073

Total: \$657,467

**Requested Changes**

EXPENDITURES	Fringe Rate	Salaries	*Fringe	Total	FTE
<b>1. Salaries</b>					
a. Faculty (5000)	30.21%	_____	0.00	0.00	_____
b. Adjunct (5011)	30.21%	_____	0.00	0.00	_____
c. Administrative Professional (5100)	30.21%	_____	0.00	0.00	_____
d. State Classified (5400)	34.06%	_____	0.00	0.00	_____
e. Graduate Assistants (5351)	3.50%	_____	0.00	0.00	_____
f. Non-Student Hourly (5581)	15.81%	_____	0.00	0.00	_____
g. Temporary Faculty/Staff (5541)	30.21%	_____	0.00	0.00	_____
h. Student Hourly (5611)	0.00%	_____	0.00	0.00	_____
<b>Total Salary and Fringe</b>		<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>0.00</u>

\*Fringe rates are subject to change

**2. Operating Expenses (6000-9999)**

Description: _____	Account Number: _____	Amount: _____
_____	_____	_____
_____	_____	_____
_____	_____	_____
<b>Total Requested Changes:</b>	<u>\$0</u>	<u>\$0</u>

FY 2016-2017 Request:	(Sum of prior year's base + Requested Changes)	<u>\$657,467.00</u>
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FY 2016-2017 One-time Funds Request	Amount: _____
Description: _____	_____

Please attach document(s) for justification of above expenditures and demonstrate how the budget requests relate to the Strategic Plan.

# Base Budget Request

Fiscal Year 2016-2017

**Purpose of Form:** When base operating changes are requested for the new budget request year, the following information must be provided.

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**Contact Person:** SYLVESTER KALEVELA **Phone No.** 719-549-2696

**FY 2015-2016 Base Budget**

Department/Division ENGINEERING  
 Salaries \$488,468  
 Operating Expense \$16,577

Total: \$505,045

**Requested Changes**

EXPENDITURES	Fringe Rate	Salaries	*Fringe	Total	FTE
<b>1. Salaries</b>					
a. Faculty (5000)	30.21%	52,800	15,950.88	68,750.88	1.00
b. Adjunct (5011)	30.21%	_____	0.00	0.00	_____
c. Administrative Professional (5100)	30.21%	_____	0.00	0.00	_____
d. State Classified (5400)	34.06%	_____	0.00	0.00	_____
e. Graduate Assistants (5351)	3.50%	_____	0.00	0.00	_____
f. Non-Student Hourly (5581)	15.81%	_____	0.00	0.00	_____
g. Temporary Faculty/Staff (5541)	30.21%	_____	0.00	0.00	_____
h. Student Hourly (5611)	0.00%	_____	0.00	0.00	_____
<b>Total Salary and Fringe</b>		<u>\$52,800</u>	<u>\$15,951</u>	<u>\$68,751</u>	<u>1.00</u>

\*Fringe rates are subject to change

**2. Operating Expenses (6000-9999)**

Description: _____	Account Number: _____	Amount: _____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Total Requested Changes:** \$52,800 \$15,951 \$68,751 1.00

FY 2016-2017 Request:	(Sum of prior year's base + Requested Changes)	<u>\$557,845.00</u>
		Excluding benefits for faculty position.

<b>FY 2016-2017 One-time Funds Request</b>	
Description: <u>Sabbatical replacement, spring 2017,</u>	Amount: <u>\$7,200</u>

Please attach document(s) for justification of above expenditures and demonstrate how the budget requests relate to the Strategic Plan.



# Base Budget Request

Fiscal Year 2016-2017

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**Contact Person:** Dr. Steve McClaran **Phone No.** 719-549-2833

**FY 2015-2016 Base Budget**

Department/Division	<u>Department of Exercise Science &amp; Health Professional</u>		
Salaries	<u>\$667,665</u>		
Operating Expense	<u>\$60,439</u>		
Total:		<u>\$728,104</u>	

**Requested Changes**

**EXPENDITURES**

**1. Salaries**

	Fringe Rate	Salaries	*Fringe	Total	FTE
a. Faculty (5000)	30.21%		0.00	0.00	
b. Adjunct (5011)	30.21%		0.00	0.00	
c. Administrative Professional (5100)	30.21%		0.00	0.00	
d. State Classified (5400)	34.06%		0.00	0.00	
e. Graduate Assistants (5351)	3.50%		0.00	0.00	
f. Non-Student Hourly (5581)	15.81%		0.00	0.00	
g. Temporary Faculty/Staff (5541)	30.21%		0.00	0.00	
h. Student Hourly (5611)	0.00%		0.00	0.00	
<b>Total Salary and Fringe</b>		\$0	\$0	\$0	0.00

\*Fringe rates are subject to change

**2. Operating Expenses (6000-9999)**

Description:	Account Number:	Amount:	
<b>Total Requested Changes:</b>		\$0	\$0

FY 2016-2017 Request:	(Sum of prior year's base + Requested Changes)	\$728,104.00
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<b>FY 2016-2017 One-time Funds Request</b>	
Description:	Amount:

Please attach document(s) for justification of above expenditures and demonstrate how the budget requests relate to the Strategic Plan.

To: Dean Kalevela

Date: October 12, 2015

From: Steve McClaran, Chair, Exercise Science, Health Promotion & Recreation Department

Subject: Base Budget Request for EXHPR for 2016-2017 fiscal year

This table shows the calculation of the \$607,912 in the Base Budget for Salaries – this number is actually \$9,000 over what will actually be spent as the Visiting Assistant Professor actually is making \$46,000 instead of the \$55,000 listed in the budget. I will propose below that we reallocate these monies to reinstate the Visiting Lecturer position lost in 2014-15 fiscal year.

			<b>2014-15 salaries</b>	<b>2015-16 salaries</b>	<b>2016-17 salaries</b>
??	Assistant Professor		\$46,000	\$46,000	\$48,000
Clark, Roger	Assoc Prof/Dir Athletic Training		\$56,285	\$56,285	\$56,285
Dallam, George	Professor		\$72,148	\$72,148	\$72,148
Foust, Carol	Professor		\$80,551	\$80,551	\$80,551
Hostetter, Karen	Assistant Professor		\$55,000	\$55,000	\$55,000
McClaran, Steven	Associate Professor/Dept Chair		\$46,000	\$46,000	\$46,000
Rochester, Christine	Associate Professor		\$63,562	\$63,562	\$63,562
Clark, Laura	Instructor		\$18,982	\$18,982	\$18,982
Conroy, Colleen	Clinical Instructor		\$39,854	\$39,854	\$39,854
Hanenberg, Shawna	Lecturer		\$0	\$0	\$33,000
Bowan, Daniel	Assistant Professor		\$46,000	\$46,000	\$48,000
Marley, Karen	Lecturer		\$33,000	\$33,000	\$33,000
Parrack, Pam	Admin Assistant II		<u>\$41,330</u>	<u>\$41,330</u>	<u>\$42,328</u>
	Total		<u>\$598,712</u>	<u>\$631,712</u>	<u>\$636,710</u>

The Base Budget Request for the 2016-17 fiscal year for the EXHP department is \$667,665 which we would like to keep the same – note that we amended the figures for Admin Professional, Admin Pro – Supplemental, 1st Year Temp Admin Pro And Non-Student Hourly from the 15 – 16 Base Budget Request.

The Base Budget Request for the 2016-17 fiscal year for the EXHP department includes a request for reinstating the Lecturer position that was eliminated for the 2014-15 fiscal year – this position would have the same responsibilities as it did when it was cut, namely teaching 12-credits for both Fall & Spring, advising approximately 75 students per semester and helping coordinate the Personal Health classes. We would get **budget savings** in the 2016-17 fiscal year from three areas: **1)** this position would teach 12 credit hours for Fall and Spring which would reduce the Adjunct budget by **\$17,000**; **2)** save **\$8,000** from paying someone to do advising for those 75 students mentioned previously; **3)** the 2014-2015 budget for the Assistant Professor position for Recreation had \$55,000 – as the tenure track position was hired at a \$48,000 we can reallocate **\$7,000**. Those three add up to **\$32,000** - So all we're really asking for is an additional **\$1,000** to reinstate the Lecturer position plus benefits.

In the Base Budget Request form the Operating expenses for the 2015-16 fiscal year is listed at \$60,439.. We would suggest that the 2016-2017 Base Budget for Operating Expenses be the same - \$60,439.

# Base Budget Request

Fiscal Year 2016-2017

**Purpose of Form:** When base operating changes are requested for the new budget request year, the following information must be provided.

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**Contact Person:** SYLVESTER KALEVELA **Phone No.** 719-549-2696

**FY 2015-2016 Base Budget**

Department/Division Nursing  
 Salaries \$951,659  
 Operating Expense \$236,601

Total: \$1,188,260

**Requested Changes**

EXPENDITURES	Fringe Rate	Salaries	*Fringe	Total	FTE
<b>1. Salaries</b>					
a. Faculty (5000)	30.21%	394,514	119,182.68	513,696.68	6.57
b. Adjunct (5011)	30.21%	12,127	3,663.57	15,790.57	0.20
c. Administrative Professional (5100)	30.21%		0.00	0.00	
d. State Classified (5400)	34.06%		0.00	0.00	
e. Graduate Assistants (5351)	3.50%		0.00	0.00	
f. Non-Student Hourly (5581)	15.81%		0.00	0.00	
g. Temporary Faculty/Staff (5541)	30.21%		0.00	0.00	
h. Student Hourly (5611)	0.00%		0.00	0.00	
<b>Total Salary and Fringe</b>		<u>\$406,641</u>	<u>\$122,846</u>	<u>\$529,487</u>	<u>6.77</u>

\*Fringe rates are subject to change

**2. Operating Expenses (6000-9999)**

Description: _____	Account Number: _____	Amount: _____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Total Requested Changes:** \$406,641 \$122,846 \$529,487 6.77

FY 2016-2017 Request:	(Sum of prior year's base + Requested Changes)	<u>\$1,594,901.00</u>
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FY 2016-2017 One-time Funds Request	
Description: _____	Amount: _____

Please attach document(s) for justification of above expenditures and demonstrate how the budget requests relate to the Strategic Plan.

Salaries (1310227)	Needed	Received	Short
FT/PT Faculty Salaries & Lab Resource Coordinator (See attached Sheet	\$840,000	\$570,486	\$269,514
Adjuncts	\$393,300	\$381,173	\$12,127
Totals	\$1,233,300	951,659	\$281,641

Requested Changes	
Faculty Salaries Shortfall from 2015-2016	\$269,514
Adjuncts shortfall 2015-2016	\$12,127
Two additional faculty	\$120,000
Increase visiting clinical instructor	\$5,000
Total Requested Changes	\$406,641

DEPT OF NURSING	CERANKOWSKI, LEAH	ASSOCIATE PROFESSOR		\$63,750
	DEPALMA, RUTH	ASSOCIATE PROFESSOR		\$66,640
	FOLEY, PEGGY	ADVISOR/COUNSELOR		\$8,730
	FRANTA, BERNARD	ASSC PROF/NSG PROG. COORD.		\$66,900
	BELPORT, SUSAN	ASSISTANT PROFESSOR		\$63,000
	WOFFORD, DONNA	ASSOC. DEAN OF NSG		\$103,000
	DENIRO, DOROTHY	VST ASST. PROF./GRAD. COOR.		\$20,771
	NICHOLS, ELEANOR	VISITING ASST PROFESSOR		\$27,750
	ROONEY, MARGARET	ASST. PROF./GRAD. COOR.		\$22,840
	WHETZEL, NANCY	VISITING ASST PROFESSOR		\$27,750
	CORAM, CATHY	VISITING ASST PROFESSOR		\$60,000
	HOWARD, CARLA	VISITING ASST PROFESSOR		\$60,000
	LISA PERSONS	VISITING CLINICAL INSTRUCTOR		\$30,000
	HEINTZELMAN, JACINDA	VISITING ASST PROFESSOR		\$53,000
	\$60,000 from Student Health Center	IMES CLAUDIA	VISITING ASST PROFESSOR	\$60,000
	SAUER, SUE	INTERIM LAB RES. COORDINATOR		\$42,000
	MURTAGH, LESLIE	PROFESSOR		\$60,000
				<b>\$840,000</b>

# Base Budget Request

Fiscal Year 2016-2017

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**Contact Person:** William Folkestad Victoria Hansen      **Phone No.** 719-549-2863

**FY 2015-2016 Base Budget**

Department/Division Dept of Art  
 Salaries \$380,738.00  
 Operating Expense \$12,000.00

Total: \$392,738.00

**Requested Changes**

EXPENDITURES	Fringe Rate	Salaries	*Fringe	Total	FTE
<b>1. Salaries</b>					
a. Faculty (5000)	30.21%	_____	0.00	0.00	_____
b. Adjunct (5011)	30.21%	_____	0.00	0.00	_____
c. Administrative Professional (5100)	30.21%	_____	0.00	0.00	_____
d. State Classified (5400)	34.06%	<u>9,227</u>	3,142.62	12,369.34	<u>0.25</u>
e. Graduate Assistants (5351)	3.50%	_____	0.00	0.00	_____
f. Non-Student Hourly (5581)	15.81%	_____	0.00	0.00	_____
g. Temporary Faculty/Staff (5541)	30.21%	_____	0.00	0.00	_____
h. Student Hourly (5611)	0.00%	_____	0.00	0.00	_____
<b>Total Salary and Fringe</b>		<u>\$9,227</u>	<u>\$3,143</u>	<u>\$12,369</u>	<u>0.25</u>

\*Fringe rates are subject to change

**2. Operating Expenses (6000-9999)**

Description: <u>xerox copier</u>	Account Number: <u>1310201-6200</u>	Amount: <u>\$1,000.00</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Total Requested Changes:**      \$9,227      \$3,143      \$13,369      0.25

FY 2016-2017 Request:	(Sum of prior year's base + Requested Changes)	<u>\$406,107.00</u>
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<b>FY 2016-2017 One-time Funds Request</b>	
Description: _____	Amount: _____

Please attach document(s) for justification of above expenditures and demonstrate how the budget requests relate to the Strategic Plan.

## Base Budget Request for the Department of Art 2016-2017

We are requesting two increases. One increase for our administrative assistant to become  $\frac{3}{4}$  time instead of  $\frac{1}{2}$  time and one increase in operating funds to support our new Xerox copier.

Our administrative assistant works Monday-Thursday from 8:30 am-1:30 pm. Besides, representing the department, greeting and interacting with students, she supervises our work studies, has organized our art collection for loans to other departments on campus, yet her most demanding duties are to order supplies and manage our accounts. Our studios require course fees in order to operate. Besides our art operating budget, the gallery budget and our Capozzolo funds, we have 30 different course fee accounts (from ceramic supplies to fees for our life drawing models). Ms. Fairchild orders supplies and completes all the paperwork for outfitting our studios so that we can offer an excellent academic experience for our students. It has been an intense learning curve for the new Quali system. Now if she could invest more time with the department, it would support the faculty, improve faculty preparedness, job satisfaction and setting the stage for a productive semester's work. A more positive and productive atmosphere will enhance student learning and help retain our students until graduation.

This fall, the department of art occupied new offices in the Arts and Music Building. The CHASS Dean moved to the new classroom building, and the Xerox Copier went to the new building. The department of art had previously been able to use the Dean's copier. We did pay for prints, but not for the copier. We researched and found a machine to accommodate our needs for lease @ \$120 per month. This expense will be new to our operating budget and is necessary to support our faculty, staff and students.

# Base Budget Request

Fiscal Year 2016-2017

**Purpose of Form:** When base operating changes are requested for the new budget request year, the following information must be provided.

- Instructions:**
1. Cells with \$0.00 have formulas for automatic calculations.
  2. Enter the requested amount on the appropriate line below and check your figures for accuracy.
  3. Attach supporting documentation and indicate how the budget requests relate to the Strategic Plan.
  4. Completed forms should be returned to the appropriate Dean/Director for his/her submission to Cabinet.
  5. Dean/Director must prioritize their department requests in a list submitted to the Budget Office along with the budget requests, supporting documentation, and relation to the Strategic Plan.
  6. Completed forms are due to the Budget Office no later than October 30, 2015.

**Contact Person:** William Folkestad **Phone No.** 719-549-2863

**FY 2015-2016 Base Budget**

Department/Division	<u>College of Humanities &amp; Social Sciences</u>		
Salaries	<u>\$742,483.00</u>		
Operating Expense	<u>\$60,000.00</u>		
Total:			<u>\$802,483.00</u>

**Requested Changes**

EXPENDITURES	Fringe Rate	Salaries	*Fringe	Total	FTE
<b>1. Salaries</b>					
a. Faculty (5000)	30.21%	<u>                    </u>	0.00	0.00	<u>                    </u>
b. Adjunct (5011)	30.21%	<u>36,000</u>	10,875.60	46,875.60	<u>                    </u>
c. Administrative Professional (5100)	30.21%	<u>                    </u>	0.00	0.00	<u>                    </u>
d. State Classified (5400)	34.06%	<u>                    </u>	0.00	0.00	<u>                    </u>
e. Graduate Assistants (5351)	3.50%	<u>                    </u>	0.00	0.00	<u>                    </u>
f. Non-Student Hourly (5581)	15.81%	<u>                    </u>	0.00	0.00	<u>                    </u>
g. Temporary Faculty/Staff (5541)	30.21%	<u>                    </u>	0.00	0.00	<u>                    </u>
h. Student Hourly (5611)	0.00%	<u>                    </u>	0.00	0.00	<u>                    </u>
<b>Total Salary and Fringe</b>		<u>\$36,000</u>	<u>\$10,876</u>	<u>\$46,876</u>	<u>0.00</u>

\*Fringe rates are subject to change

**2. Operating Expenses (6000-9999)**

Description: <u>                                    </u>	Account Number: <u>                                    </u>	Amount: <u>                                    </u>	
<u>                                    </u>	<u>                                    </u>	<u>                                    </u>	
<u>                                    </u>	<u>                                    </u>	<u>                                    </u>	
<u>                                    </u>	<u>                                    </u>	<u>                                    </u>	
<u>                                    </u>	<u>                                    </u>	<u>                                    </u>	

**Total Requested Changes:** \$36,000 \$10,876 \$46,876 0.00

FY 2016-2017 Request:	(Sum of prior year's base + Requested Changes)	<u>\$838,483.00</u>	
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<b>FY 2016-2017 One-time Funds Request</b>	
Description: <u>                                    </u>	Amount: <u>                                    </u>

Please attach document(s) for justification of above expenditures and demonstrate how the budget requests relate to the Strategic Plan.



**TO:** Rick Kreminski, Provost and Executive VP for Academic Affairs

**FROM:** William Folkestad, Acting Dean CHASS

**DATE:** October 28, 2015

**RE:** CHASS FY 2017 Incremental request prioritization

Please find attached here CHASS department incremental budget requests. These requests are prioritized as follows:

1) Adjunct funding (5011)

Strategic Plan coordinate:

*Goal One Excellent Academics*

*1.2. Objective Two –Attract and retain high quality, motivated faculty and staff who provide outstanding instruction, scholarship, and service.*

Adequate adjunct funding is required until that time when we have achieved Goal One, Objective Two:

*1.2.1. Measure –Increase the percentage of courses taught by tenure-track faculty from 42% in fall 2014 to 50%in fall 2020.*

*And:*

*1.2.1.A. Strategy: Restore tenure track lines based on available funding and data-informed prioritization.*

2) COMR Lecturer

Strategic Plan coordinate:

*Goal One Excellent Academics*

*1.2. Objective Two: Attract and retain high quality, motivated faculty and staff who provide outstanding instruction, scholarship, and service.*

3) Operating adjustments

Strategic Plan coordinate:

*Goal One -Excellent Academics*

*1.2. Objective Two –Attract and retain high quality, motivated faculty and staff who provide outstanding instruction, scholarship, and service.*

*In particular “...enable them [sic] employees to focus on their work, and encourage them to promote the interests of the University and its stakeholders.”*

Adequate operating budgets permits the appropriate functioning of departments.

- 4) One time funds request  
Strategic Plan coordinate:

*Goal Four: Supportive Student Life*

*We will provide our students a supportive student life experience that addresses their academic, social, physical, and technological needs.*

*4.3. Objective Three -Provide modern, comfortable, and safe campus facilities and technology to support student learning (E) Modern, comfortable, safe facilities play an important role in attracting new students as well as improving the quality of life for all students, faculty, and staff. Reliable and current technology is crucial to providing an academic environment that supports teaching, learning, and research and creative activity.*

The accompanying spreadsheet lists these needs per department.

# Base Budget Request

Fiscal Year 2016-2017

**Purpose of Form:** When base operating changes are requested for the new budget request year, the following information must be provided.

- Instructions:**
1. Cells with \$0.00 have formulas for automatic calculations.
  2. Enter the requested amount on the appropriate line below and check your figures for accuracy.
  3. Attach supporting documentation and indicate how the budget requests relate to the Strategic Plan.
  4. Completed forms should be returned to the appropriate Dean/Director for his/her submission to Cabinet.
  5. Dean/Director must prioritize their department requests in a list submitted to the Budget Office along with the budget requests, supporting documentation, and relation to the Strategic Plan.
  6. Completed forms are due to the Budget Office no later than October 30, 2015.

**Contact Person:** William Folkestad **Phone No.** 719-549-2863

**FY 2015-2016 Base Budget**

Department/Division Communication & Rhetoric  
 Salaries \$66,900.00  
 Operating Expense \$0.00

Total: \$66,900.00

**Requested Changes**

EXPENDITURES	Fringe Rate	Salaries	*Fringe	Total	FTE
<b>1. Salaries</b>					
a. Faculty (5000)	30.21%	15,100	4,561.71	19,661.71	_____
b. Adjunct (5011)	30.21%	12,600	3,806.46	16,406.46	_____
c. Administrative Professional (5100)	30.21%	_____	0.00	0.00	_____
d. State Classified (5400)	34.06%	_____	0.00	0.00	_____
e. Graduate Assistants (5351)	3.50%	_____	0.00	0.00	_____
f. Non-Student Hourly (5581)	15.81%	_____	0.00	0.00	_____
g. Temporary Faculty/Staff (5541)	30.21%	_____	0.00	0.00	_____
h. Student Hourly (5611)	0.00%	_____	0.00	0.00	_____
<b>Total Salary and Fringe</b>		<u>\$27,700</u>	<u>\$8,368</u>	<u>\$36,068</u>	<u>0.00</u>

\*Fringe rates are subject to change

**2. Operating Expenses (6000-9999)**

Description: _____	Account Number: _____	Amount: _____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Total Requested Changes:** \$27,700 \$8,368 \$36,068 0.00

FY 2016-2017 Request:	(Sum of prior year's base + Requested Changes)	<u>\$102,968.00</u>
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FY 2016-2017 One-time Funds Request	
Description: _____	Amount: _____

Please attach document(s) for justification of above expenditures and demonstrate how the budget requests relate to the Strategic Plan.

TO: Dr. William Folkestad, Dean, College of Humanities and Social Sciences (CHASS)

FROM: Dr. Yvonne J. Montoya, Coordinator, Communication & Rhetoric (COMR) Minor; Dr. Cynthia Taylor, Chair, Department of English and Foreign Languages

RE: Communication & Rhetoric Staffing Needs

DATE: September 23, 2015

### **Background**

In addition to providing a full minor curriculum, the Communication & Rhetoric program also serves 22 departments on campus. This program consistently fills 10+ sections of COMR 103 Speaking and Listening per semester. Therefore, the current faculty members in Communication & Rhetoric are overwhelmingly teaching *COMR 103* and not teaching any other electives within the minor. In an effort to support a more sustainable minor and increase the number of electives, as well as address other issues, we are proposing a combined Communication & Rhetoric/Professional Writing minor to be called Communication & Rhetoric. Though the combined minor does address some issues with regard to electives, it does not reduce the need for faculty to teach our general education COMR 103 class.

### **Course load Expectations**

When the minor was proposed, we assumed 4-4 teaching loads for two full time lecturers. Not only did we completely lose one full time lecturer, our other lecturer's course load was reduced to a 2-2 in an effort to accommodate new duties as the Director of Forensics (DoF). While Forensics is directly aligned with our minor, and we strongly support this position, the team is comprised of students from across disciplines on campus. Yet, we are the only department paying the Director's salary. It seems reasonable that the majority of the Director's salary should come from the University and the Department would pick up the cost of what equates to a two course adjunct load.

### **Future Lines**

When the DoF position was proposed, we still had another full time lecturer line which has since been eliminated. Additionally, there was money in the budget to hire several adjuncts as needed. Due to budget changes, we can no longer afford to lose half of a lecturer line for our only full time lecturer and not have any other non-tenure track full time faculty who could teach Speaking & Listening. Based on the rationale listed above and growth projections noted in the original Communication & Rhetoric minor proposal, we would like to be considered for an additional full time lecturer line, as well as propose that the University pay the salary for the Director of Forensics. If the University pays the Director's salary, we could use the existing line to hire a full time lecturer who could teach a full course load. These lines will ensure that we can continue to fulfill the needs of 22 programs, sustain the minor, and account for research releases if or when applicable.

We maintain that Ms. Kathryn Starkey has done an outstanding job, has exceed expectations, and the Forensics team is of huge value to the University. Her role as Director of Forensics benefits the entire University and we in no way want to jeopardize her employment. If other resources, that were previously available, still existed we would certainly want to maintain our current relationship. However, as a Department our primary concern is to offer high quality, sustainable, and well staffed academic programs. The Communication & Rhetoric minor benefits the Department, CHASS, and the University. The number one goal of the 2015-2020 Strategic plan for CSU-Pueblo is to have "excellent academics."<sup>1</sup> Allocating resources toward the Communication & Rhetoric minor will help our department, college, and institution achieve this and other goals.

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<sup>1</sup> Colorado State University-Pueblo 2015-2020 Strategic plan. (2015). Retrieved September 21, 2015 from <http://www.csupueblo.edu/StrategicPlan/Documents/2015-2020-Strategic-Plan.pdf>

## **Department Goals**

The Communication & Rhetoric minor helps in achieving our departmental goals of:

- (1) helping students enhance their general communication and learning skills
- (2) understanding the value of ongoing critical reading, thinking, and writing
- (3) analyzing, evaluating, and integrating academic research
- (4) understanding the conventions of language in various rhetorical situations, and
- (5) learning to construct original and convincing arguments using a range of rhetorical strategies in speech and writing

## **College Mission**

The College of Humanities and Social Sciences had identified several goals including helping students develop critical thinking skills, ethical perspectives, and skills necessary to function as responsible citizens and professionals. In a recent survey conducted by the National Association of Colleges and Employers (2013)<sup>2</sup> verbal communication skills were ranked as the number one soft skill employers looked for in employees and several other communication skills ranked within the top 10. Not only does a Communication & Rhetoric minor help students develop important professional skills, but our minor is an applied minor that relates to nearly every aspect of life since communication is inherently interdisciplinary. Our college mission asks that our faculty respond to the challenges of a diverse society, and increasingly technological world. As people become more and more dependent on technology, face- to-face communication decreases. However, there are still expectations that people know and understand how to communicate effectively with others. The Communication & Rhetoric minor facilitates this understanding and provides opportunities for our students to hone their communication skills.

## **University Mission**

A priority of this institution is to serve students on campus. In a needs assessment survey completed prior to the Communication & Rhetoric minor approval, undergraduates identified increasing communication skills as an important area that would improve their college experience and be important in their future careers.

Additionally, adding Communication & Rhetoric faculty directly connects with CSU-Pueblo's strategic plan to "attract and retain high quality, motivated faculty and staff who provide outstanding instruction, scholarship, and service; and provide high quality and relevant academic programs that prepare students for professional and academic success" (CSU-Pueblo Strategic Plan, 2015-2020).

## **Summary**

The Communication & Rhetoric minor focuses on helping students understand the communication process and develop their verbal and written communication skills. These skills enhance the overall success of students from any major on campus. Due to budget changes campus wide, we can no longer sustain the existing structure and allocation of resources. Having an additional full time lecturer line and being able to hire a full time person who could teach a 4-4 teaching load with our existing lecturer line would help the program, Department, College, and University achieve numerous goals.

## **Note**

Please see the COMR Base Budget Request. We are requesting an additional \$15, 100 to fund a full-time lecturer position (\$17,900 in current budget+\$15,100=\$33,000 full-time lecturer salary). If we do not receive a lecturer line, our adjunct request will increase to \$16,800.

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<sup>2</sup> National Association of Colleges and Employers. (2013). Employers rate candidate's soft skills/qualities in order of importance. Job Outlook. Available at <http://www.nacweb.org/surveys/job-outlook.aspx>

# Base Budget Request

Fiscal Year 2016-2017

**Purpose of Form:** When base operating changes are requested for the new budget request year, the following information must be provided.

- Instructions:**
1. Cells with \$0.00 have formulas for automatic calculations.
  2. Enter the requested amount on the appropriate line below and check your figures for accuracy.
  3. Attach supporting documentation and indicate how the budget requests relate to the Strategic Plan.
  4. Completed forms should be returned to the appropriate Dean/Director for his/her submission to Cabinet.
  5. Dean/Director must prioritize their department requests in a list submitted to the Budget Office along with the budget requests, supporting documentation, and relation to the Strategic Plan.
  6. Completed forms are due to the Budget Office no later than October 30, 2015.

**Contact Person:** William Folkestad **Phone No.** 719-549-2863

**FY 2015-2016 Base Budget**

Department/Division Dept of English & Foreign Languages  
 Salaries \$1,105,189.00  
 Operating Expense \$93,709.00

Total: \$1,198,898.00

**Requested Changes**

**EXPENDITURES**

**1. Salaries**

	Fringe Rate	Salaries	*Fringe	Total	FTE
a. Faculty (5000)	30.21%	* (40,000)	-12,084.00	-52,084.00	_____
b. Adjunct (5011)	30.21%	16,800	5,075.28	21,875.28	_____
c. Administrative Professional (5100)	30.21%	_____	0.00	0.00	_____
d. State Classified (5400)	34.06%	_____	0.00	0.00	_____
e. Graduate Assistants (5351)	3.50%	_____	0.00	0.00	_____
f. Non-Student Hourly (5581)	15.81%	_____	0.00	0.00	_____
g. Temporary Faculty/Staff (5541)	30.21%	_____	0.00	0.00	_____
h. Student Hourly (5611)	0.00%	_____	0.00	0.00	_____
<b>Total Salary and Fringe</b>		<u>(\$23,200)</u>	<u>(\$7,009)</u>	<u>(\$30,209)</u>	<u>0.00</u>

\*Fringe rates are subject to change

**2. Operating Expenses (6000-9999)**

Description: <u>copiers and paper</u>	Account Number: <u>131205</u>	Amount: <u>\$3,080.00</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Total Requested Changes:** (\$23,200) (\$7,009) (\$27,129) 0.00

FY 2016-2017 Request:	(Sum of prior year's base + Requested Changes)	<u>\$1,223,353.00</u>
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<b>FY 2016-2017 One-time Funds Request</b>	
Description: _____	Amount: _____

**Please attach document(s) for justification of above expenditures and demonstrate how the budget requests relate to the Strategic Plan.**  
 \* Kathryn Starkey's position. Please see the attachment to the COMR Base Budget Request for a rationale explaining why the English Department should not be expected to pay the Director of Forensics salary.

# Base Budget Request

Fiscal Year 2016-2017

**Purpose of** When base operating changes are requested for the new budget request year, the following information must be provided.

- Instructions:**
1. Cells with \$0.00 have formulas for automatic calculations.
  2. Enter the requested amount on the appropriate line below and check your figures for accuracy.
  3. Attach supporting documentation and indicate how the budget requests relate to the Strategic Plan.
  4. Completed forms should be returned to the appropriate Dean/Director for his/her submission to Cabinet.
  5. Dean/Director must prioritize their department requests in a list submitted to the Budget Office along with the budget requests, supporting documentation, and relation to the Strategic Plan.
  6. Completed forms are due to the Budget Office no later than October 30, 2015.

**Contact Person:** William Folkestad **Phone No.** 719-549-2863

**FY 2015-2016 Base Budget**

Department/Division: History, Chicano Studies, Philosophy, Political Science  
 Salaries \$635,795.00  
 Operating Expense \$13,500.00  
  
 Total: \$649,295.00

**Requested Changes**

EXPENDITURES	Fringe Rate	Salaries	*Fringe	Total	FTE
<b>1. Salaries</b>					
a. Faculty (5000)	30.21%	<u>120,000</u>	36,252.00	156,252.00	<u>2.00</u>
b. Adjunct (5011)	30.21%	<u>          </u>	0.00	0.00	<u>          </u>
c. Administrative Professional (5100)	30.21%	<u>          </u>	0.00	0.00	<u>          </u>
d. State Classified (5400)	34.06%	<u>          </u>	0.00	0.00	<u>          </u>
e. Graduate Assistants (5351)	3.50%	<u>          </u>	0.00	0.00	<u>          </u>
f. Non-Student Hourly (5581)	15.81%	<u>          </u>	0.00	0.00	<u>          </u>
g. Temporary Faculty/Staff (5541)	30.21%	<u>          </u>	0.00	0.00	<u>          </u>
h. Student Hourly (5611)	0.00%	<u>          </u>	0.00	0.00	<u>          </u>
<b>Total Salary and Fringe</b>		<u>\$120,000</u>	<u>\$36,252</u>	<u>\$156,252</u>	<u>2.00</u>

\*Fringe rates are subject to change

**2. Operating Expenses (6000-9999)**

Description: \_\_\_\_\_ Account Number: \_\_\_\_\_ Amount: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Total Requested Changes:** \$120,000 \$36,252 \$156,252 2.00

FY 2016-2017 Request: (Sum of prior year's base + Requested Changes) \$805,547.00

**FY 2016-2017 One-time Funds Request**  
 Description: \_\_\_\_\_ Amount: \_\_\_\_\_

Please attach document(s) for justification of above expenditures and demonstrate how the budget requests relate to the Strategic Plan.

## Budget Justification

Department of History/Political Science

AY 2016-2017

### Faculty Lines Requested

The 2 faculty lines requested are for the line vacated by Dr. Brigid Vance and the line vacated by Dr. Paul Conrad. The base budget funding for Dr. Conrad is \$49,000 and for Dr. Vance is \$47,000.

The Department is requesting to fill the two tenure track positions with a chair at \$65,000, which is \$16,000 more than the amount allocated in the base budget for Dr. Conrad; and an assistant professor at \$55,000, which is \$8,000 more than the amount allocated in the base budget for Dr. Vance. The total amount requested to fill these two tenure track positions is \$24,000 plus the accompanying fringe benefits.

### Fit With the 2015-2020 Strategic Plan

This request supports Goal One: Excellent Academics, Objectives 2 (attract and retain high quality, motivated faculty and staff who provide outstanding instruction, scholarship, and service) and 3 (provide high quality and relevant academic programs that prepare students for professional and academic success).

Rationale: Since AY2014-2015, the History Program has lost 3 of its faculty members, one through retirement (buy-out) and 2 tenure track faculty members last year who left our institution. The impact of the loss of the latter two faculty members has severely impacted the overall quality of the program. First, some of the courses they taught, which are important in the scope of courses offered students, had to be cancelled. Second, where possible, adjuncts were used to teach some of the additional courses they taught. Although adjuncts are qualified to teach the subject matter, they cannot offer the support in terms of advising (both academic and career planning) that is important in meeting Objectives 2 and 3.

In addition to hiring replacements for the lines vacated by Dr. Vance and Dr. Conrad, the additional funding request includes an increase in the salary for the assistant professor to \$55,000 in order to be competitive in hiring a high quality replacement. In the case of Dr. Conrad's line we are requesting the salary for the second line be increased to \$65,000 in order to hire either an associate or full professor to serve as department chair. The rationale for this request is a need for new leadership of the department in order to insure the quality of the program. Over the last two years the current chair has acted as a caretaker while the History Program dealt with serious internal personnel issues, requiring outside counselling to help



resolve them. In order to continue to meet the academic goals of the Strategic Plan, there is a strong need for fresh and creative leadership for the Program and the department.

# Base Budget Request

Fiscal Year 2016-2017

**Purpose of Form:** When base operating changes are requested for the new budget request year, the following information must be provided.

- Instructions:**
1. Cells with \$0.00 have formulas for automatic calculations.
  2. Enter the requested amount on the appropriate line below and check your figures for accuracy.
  3. Attach supporting documentation and indicate how the budget requests relate to the Strategic Plan.
  4. Completed forms should be returned to the appropriate Dean/Director for his/her submission to Cabinet.
  5. Dean/Director must prioritize their department requests in a list submitted to the Budget Office along with the budget requests, supporting documentation, and relation to the Strategic Plan.
  6. Completed forms are due to the Budget Office no later than October 30, 2015.

**Contact Person:** William Folkestad **Phone No.** 719-549-2863

**FY 2015-2016 Base Budget**

Department/Division	<u>Dept of Mass Communications, Radio, CSU Today</u>		
Salaries	<u>\$425,119.00</u>		
Operating Expense	<u>\$31,400.00</u>		
Total:		<u>\$456,519.00</u>	

**Requested Changes**

EXPENDITURES	Fringe Rate	Salaries	*Fringe	Total	FTE
<b>1. Salaries</b>					
a. Faculty (5000)	30.21%	<u>95,000</u>	28,699.50	123,699.50	<u>2.00</u>
b. Adjunct (5011)	30.21%	<u>8,400</u>	2,537.64	10,937.64	<u>1.00</u>
c. Administrative Professional (5100)	30.21%	_____	0.00	0.00	_____
d. State Classified (5400)	34.06%	_____	0.00	0.00	_____
e. Graduate Assistants (5351)	3.50%	_____	0.00	0.00	_____
f. Non-Student Hourly (5581)	15.81%	_____	0.00	0.00	_____
g. Temporary Faculty/Staff (5541)	30.21%	<u>(80,000)</u>	-24,168.00	-104,168.00	<u>-2.00</u>
h. Student Hourly (5611)	0.00%	_____	0.00	0.00	_____
<b>Total Salary and Fringe</b>		<u>\$23,400</u>	<u>\$7,069</u>	<u>\$30,469</u>	<u>1.00</u>

\*Fringe rates are subject to change

<b>2. Operating Expenses (6000-9999)</b>					
Description:	<u>copier, copy paper charges</u>	Account Number:	<u>1310204</u>	Amount:	<u>\$2,000.00</u>
	_____		_____		_____
	_____		_____		_____
	_____		_____		_____
<b>Total Requested Changes:</b>			<u>\$23,400</u>	<u>\$7,069</u>	<u>\$32,469</u>

FY 2016-2017 Request:	(Sum of prior year's base + Requested Changes)	<u>\$488,988.00</u>
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<b>FY 2016-2017 One-time Funds Request</b>		
Description: _____	Amount:	_____

Please attach document(s) for justification of above expenditures and demonstrate how the budget requests relate to the Strategic Plan.

## MCCNM Budget Request, 2016-17

Increase to faculty line represents converting two VAPs to two TT faculty positions in 2015-2016.

Increase to adjunct faculty line is to off-set first year reduced teaching load for new TT hires. This would be for the first year (2016-2017) only.

Increase to 1310204 is to accommodate increased expense related to lease and operation of department photocopy machine.



# Base Budget Request

Fiscal Year 2016-2017

**Purpose of Form:** When base operating changes are requested for the new budget request year, the following information must be provided.

- Instructions:**
1. Cells with \$0.00 have formulas for automatic calculations.
  2. Enter the requested amount on the appropriate line below and check your figures for accuracy.
  3. Attach supporting documentation and indicate how the budget requests relate to the Strategic Plan.
  4. Completed forms should be returned to the appropriate Dean/Director for his/her submission to Cabinet.
  5. Dean/Director must prioritize their department requests in a list submitted to the Budget Office along with the budget requests, supporting documentation, and relation to the Strategic Plan.
  6. Completed forms are due to the Budget Office no later than October 30, 2015.

**Contact Person:** William Folkestad **Phone No.** 719-549-2863

**FY 2015-2016 Base Budget**

Department/Division Dept of Music  
 Salaries \$676,946.00  
 Operating Expense \$46,570.00

Total: \$723,516.00

**Requested Changes**

EXPENDITURES	Fringe Rate	Salaries	*Fringe	Total	FTE
<b>1. Salaries</b>					
a. Faculty (5000)	30.21%	66,000	19,938.60	85,938.60	
b. Adjunct (5011)	30.21%		0.00	0.00	
c. Administrative Professional (5100)	30.21%		0.00	0.00	
d. State Classified (5400)	34.06%		0.00	0.00	
e. Graduate Assistants (5351)	3.50%		0.00	0.00	
f. Non-Student Hourly (5581)	15.81%		0.00	0.00	
g. Temporary Faculty/Staff (5541)	30.21%		0.00	0.00	
h. Student Hourly (5611)	0.00%		0.00	0.00	
<b>Total Salary and Fringe</b>		\$66,000	\$19,939	\$85,939	0.00

\*Fringe rates are subject to change

(\*\* we have approx. \$61,000 already committed to these salaries from Marching Band and adjunct instruction costs)

**2. Operating Expenses (6000-9999)**

Description:	Account Number:	Amount:
<u>Music Scholarships</u>		\$40,000.00
<u>Marching Band Scholarships</u>		\$15,000.00
<u>Marching Band Tower/Storage Facility</u>		TBD
<b>Total Requested Changes:</b>		\$66,000    \$19,939    \$140,939    0.00

FY 2016-2017 Request: (Sum of prior year's base + Requested Changes) \$864,455.00

**FY 2016-2017 One-time Funds Request**  
 Description: Renovate MC 205 Amount: \$15,000

Please attach document(s) for justification of above expenditures and demonstrate how the budget requests relate to the Strategic Plan.

## MEMORANDUM

Date: October 20, 2015

To: William Folkestad  
Dean, College of Humanities & Social Sciences

From: David Volk  
Chair, Department of Music

Re: 2015 Budget Request

The Department of Music is proposing the following new budget items for 2016-2017:

- Scholarships from E&G: The Department of Music currently offers scholarships from three sources: (1) \$100,000 annually from the Voss and Capozzolo Foundation funds, (2) Marching Band scholarships from the Mathis fund, and (3) \$32,000 annually in additional Marching Band scholarships from E&G funds. The Marching Band awards permit an incremental scholarship program of \$500, \$700, \$1000, and \$1500 over four years of participation for each Marching Band student. Our Music Scholarships fund a department of 100 students (\$1000 per awarded on average per student). At the recent University budget open-forum, it was presented that \$300,000 in scholarships were recently awarded to 100 athletes. Scholarship needs in Music are expressly similar to Athletics. We need a multi-year strategy to increase Music scholarship budgets, beginning with a request of \$40,000 for 2016-2017 for the Department of Music and \$15,000 for the Marching Band.
- An Artist-in-Residence position converting our current Assistant Director of Marching Band/Adjunct Instructor of Trombone. Of the \$42,969.30 cost, approximately \$35,000.00 is currently committed to this position from Marching Band funds (\$11,200 + fringe) and annual adjunct instructor wages (\$12,200 + fringe). In making this position full-time, this individual will be tasked with a number of recruiting tasks related to Marching Band. An increase in a handful of new recruits for Marching Band will more than pay for this investment and ensure less turnover in a critical position that has been held by three different individuals in the past four years.
- An Artist-in-Residence position converting our current Adjunct Instructor of Music Theory/Classical Guitar. Of the \$42,969.30 cost, approximately \$26,000.00 is currently committed to this position from annual adjunct instructor wages (\$20,000 + fringe). In making this position full-time, this individual will be tasked with additional recruiting tasks, specifically in the area of guitar, an applied area with great potential for growth. An increase in a handful of new guitar recruits will more than pay for this investment.
- Funding to renovate our ensemble rehearsal room (MC 205). Faculty have personally raised over \$15,000 toward this project to date; initial bids we received for laminate flooring, repainting, and theatrical/acoustical curtaining totaled approximately \$27,000. This project will have a substantial impact on recruiting as we will be able to show prospective students a modern, renovated rehearsal facility similar to what other Colorado institutions with new (and newer) performing arts facilities have to attract students.
- A tower/storage facility for the Marching Band practice field. Dr. Alan Mills has previously submitted various proposals. Costs are to be determined based on the design selected.

If I may provide additional information or assistance in this matter, please do not hesitate to contact me.

# Base Budget Request

## Fiscal Year 2016-2017

**Purpose of Form:** When base operating changes are requested for the new budget request year, the following information must be provided.

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**Contact Person:** William Folkestad **Phone No.** 719-549-2863

**FY 2015-2016 Base Budget**

Department/Division Dept of Psychology  
 Salaries \$393,511.00  
 Operating Expense \$11,000.00

Total: \$404,511.00

**Requested Changes**

EXPENDITURES	Fringe Rate	Salaries	*Fringe	Total	FTE
<b>1. Salaries</b>					
a. Faculty (5000)	30.21%	53,000	16,011.30	69,011.30	
b. Adjunct (5011)	30.21%		0.00	0.00	
c. Administrative Professional (5100)	30.21%		0.00	0.00	
d. State Classified (5400)	34.06%		0.00	0.00	
e. Graduate Assistants (5351)	3.50%		0.00	0.00	
f. Non-Student Hourly (5581)	15.81%		0.00	0.00	
g. Temporary Faculty/Staff (5541)	30.21%	44,000	13,292.40	57,292.40	
h. Student Hourly (5611)	0.00%		0.00	0.00	
<b>Total Salary and Fringe</b>		<u>\$97,000</u>	<u>\$29,304</u>	<u>\$126,304</u>	<u>0.00</u>

\*Fringe rates are subject to change

**2. Operating Expenses (6000-9999)**

Description: Paper, Copies, Scantrons	Account Number: 1310212	Amount: \$900.00	
Travel Funds (\$400/faculty)	1310212	\$2,800.00	
<b>Total Requested Changes:</b>		<u>\$97,000</u>	<u>\$29,304</u>

FY 2016-2017 Request:	(Sum of prior year's base + Requested Changes)	<u>\$534,515.00</u>
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<b>FY 2016-2017 One-time Funds Request</b>	
Description: _____	Amount: _____

Please attach document(s) for justification of above expenditures and demonstrate how the budget requests relate to the Strategic Plan.





**TO:** William Folkestad, Ph.D.  
Dean, CHASS

**FROM:** W. Richard Walker, Ph.D.  
Chair, Psychology Department

**SUBJECT:** Additional positions for Psychology Department

**DATE:** September 22, 2015

The Psychology Department would like to request two faculty positions, one at the level of assistant professor and the other at visiting assistant professor. The full time position is in Developmental Psychology and the VAP is in an Open Area of Psychology. Over the past few years we have seen an increase in enrollment as well as the number of majors and minors, accompanied by a decrease in full time faculty. I would like to share several reasons for needing these 2 new faculty positions.

- Over the last 15 years the number of full time faculty has dwindled down from twelve to six. Two of our full time faculty members have release time (chair and IRB director), and two are taking sabbaticals (1 in Fall 2015, 1 in Spring 2016). In essence, we have three full time and three part time faculty members.
- We have increased our majors from 156 (2009) to 250 this semester.
- The Psychology department has a total of 5 classes with enrollment that exceeds 50 students. Our class sizes have increased tremendously over the past several years. Historically, our classes averaged around 30 students. Now we have both upper and lower division classes that have 50 or more students enrolled in them each semester. Continuing with writing assignments with such large classes is a challenge. Considering the average class sizes in the other disciplines in CHASS, Psychology is very high.
- Since we have larger courses, the demand for our office hours has increased. Professors have long lines outside of their offices to answer questions, prepare students for exams, discuss professional opportunities, prepare graduation planning sheets, transcript checks, research opportunities, scheduling, and deal with issues commonly present with larger class sizes.
- The area of Developmental Psychology has not been covered by a full time faculty member since Dr. Madrid's retirement. Courses like PSY 151(Human Development), PSY 251 (Childhood and Adolescence), PSY 342 (Educational Psychology). PSY 353 (Advanced

Developmental Psychology), and PSY 463 (Psychopathology of Childhood) serve students in the Psychology major and students in other majors, including Education and Nursing.

- We have 15 courses being taught by adjunct professors. Adjunct faculty, while serving the department and university well in the classroom, do not perform a number of duties for the university, including serving on committees, advising students, and conducting scholarly research. Moreover, a good number of these instructors are retired and a few have made comments suggesting that they will be soon be cutting back their teaching loads to focus on other pursuits. The adjunct pool is shrinking and I am worried that we will not be able to cover key courses 5 years from now.
- Presently each faculty member is averaging 50 advisees each semester. This does not include advising students with minors in psychology or new students that might wonder into one of our offices. Again, this is rather time consuming.
- There is a concern from the faculty that due to the overwhelming numbers of students that we will have to decrease or eliminate assisting students in attending conferences, decrease research in which we have involved students, decrease the amount of research in general and decrease other community activities. The goal of the faculty in the department is to stay involved with our students, encourage them to pursue graduate degrees, mentor them in research and be available to assist them in their pursuits. We value our strong history of working with students on research projects, encouraging their attendance in conferences, etc.
- Two new faculty member could decrease the stress on current faculty members, provide more efficiency for the program and assist with students completing academic goals within a four year period of time, teach core courses in the program, offer courses in the evening, contribute to teaching in general education, and potentially teach in a new specialty area for the department. Moreover, new faculty members have a tendency to spark new research and increase the university's opportunities for external funding.

I hope that this has clarified our need for a position in our department. Should you have further questions, please do not hesitate to contact me. Thank you for your serious consideration for this request. The Psychology Department would benefit greatly from a new position in the department.

Respectfully,

W. Richard Walker

# Base Budget Request

Fiscal Year 2016-2017

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  6. Completed forms are due to the Budget Office no later than October 30, 2015.

**Contact Person:** William Folkestad **Phone No.** 719-549-2863

**FY 2015-2016 Base Budget**

Department/Division Dept of Social Work  
 Salaries \$406,356.00  
 Operating Expense \$11,000.00

Total: \$417,356.00

**Requested Changes**

EXPENDITURES	Fringe Rate	Salaries	*Fringe	Total	FTE
<b>1. Salaries</b>					
a. Faculty (5000)	30.21%	165,000	49,846.50	214,846.50	3.00
b. Adjunct (5011)	30.21%		0.00	0.00	
c. Administrative Professional (5100)	30.21%	40,000	12,084.00	52,084.00	1.00
d. State Classified (5400)	34.06%		0.00	0.00	
e. Graduate Assistants (5351)	3.50%		0.00	0.00	
f. Non-Student Hourly (5581)	15.81%		0.00	0.00	
g. Temporary Faculty/Staff (5541)	30.21%	35,000	10,573.50	45,573.50	0.75
h. Student Hourly (5611)	0.00%		0.00	0.00	
<b>Total Salary and Fringe</b>		<u>\$240,000</u>	<u>\$72,504</u>	<u>\$312,504</u>	<u>4.75</u>

\*Fringe rates are subject to change

**2. Operating Expenses (6000-9999)**

Description: <u>professional developer</u>	Account Number: <u>1310208</u>	Amount: <u>\$2,100.00</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Total Requested Changes:** \$240,000 \$72,504 \$314,604 4.75

FY 2016-2017 Request:	(Sum of prior year's base + Requested Changes)	<u>\$731,960.00</u>
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<b>FY 2016-2017 One-time Funds Request</b>	Amount: _____
Description: _____	_____

Please attach document(s) for justification of above expenditures and demonstrate how the budget requests relate to the Strategic Plan.

Budget Justification  
Social Work  
AY 2016-2017

Faculty lines requested:

3 FT lines, 2 of which would be new. One line is the line vacated by Dr. Arlene Reilly-Sandoval. The other 2 tenure-track lines relate to the development of an MSW degree program. The CSWE standards require 6 FT faculty members or their equivalent for the MSW program to be accredited. These 2 lines would serve as the foundation of a hiring process that could take place incrementally. At least 1 additional line will be needed in the future. The hiring of these 2 faculty members would allow for curriculum development among all faculty members, as well as the necessary administrative time to submit the required documents to CSWE. In addition, an Administrative Professional line is sought so that there is a FT Coordinator of Programs at the Colorado Springs site. Finally, a part-time, temporary line is requested so that recruiting, advising, and development of additional field placements can occur over a 3 year period. This person would be needed for at least 3 years, with the hope that the position could be made FT as the Director of the MSW Field Education component of the MSW degree.

Fit with the 2015-2020 Strategic Plan:

1. This request supports Goal One: Excellent Academics, Objectives 2 (attract and retain high quality, motivated faculty and staff who provide outstanding instruction, scholarship, and service) and 3 (provide high quality and relevant academic programs that prepare students for professional and academic success).

Rationale: The MSW program has been a priority program for a number of years. A needs assessment and feasibility study conducted in 2010 indicated support for such a program in this area. Our students currently enter Newman University in Colorado Springs, University of Denver, Metropolitan State University, or New Mexico Highlands University. Many of our students are geographically bound and would much rather attend a program of study nearer their home and work. This degree program could be offered both on the main campus and at the Tower site. These faculty lines would help to balance the number of FT faculty lines with adjunct lines. Since faculty members who teach in the MSW program should have a research background, primarily Ph.D.-prepared personnel are sought. As a professional program, this degree would help the area to maintain its level of human services, particularly since the Baby Boomers are aging out of the systems in which they work. Graduates of this degree program would be virtually guaranteed a job for many years to come. In fact, social work is speculated to be one of the fastest-growing professions through the year 2032.

Additional Request to Operating Budget: Faculty Development

1. This request supports Goal One: Excellent Academics, Objective 2 (attract and retain high quality, motivated faculty and staff who provide outstanding instruction,

scholarship, and service). Specifically, Measure 2 (by 2020, increase opportunities for faculty and staff members for professional development supporting teaching, peer-reviewed scholarship, and creative activities) is supported by this request. The Social Work strategic plan and newly-revised APR standards indicate an expectation of increased scholarly activity among faculty members in the department. In order to support the production of work that meets expectations, funding for professional development must increase. Our faculty members have not presented at many conferences or prepared manuscripts for peer review for a number of years, largely because the budget we have has not allowed support for such activities. As a professional program, we have to provide a process of socialization to the career. Therefore, we have mandatory orientations for students, and we provide a small snack at those events, both on the main campus and at the Tower. In addition, we work to make sure that our adjunct faculty members are integrated into the department so that they are aware of our assessment needs, changes, etc. We orient them and maintain positive communication with them, also providing snacks. These are worthwhile endeavors that are necessary for our program, but they detract from the amount of money available for professional development.

# Base Budget Request

Fiscal Year 2016-2017

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  6. Completed forms are due to the Budget Office no later than October 30, 2015.

**Contact Person:** William Folkestad **Phone No.** 719-549-2863

**FY 2015-2016 Base Budget**

Department/Division Dept of Sociology/Anthropology  
 Salaries \$387,407.00  
 Operating Expense \$11,000.00

Total: \$398,407.00

**Requested Changes**

EXPENDITURES	Fringe Rate	Salaries	*Fringe	Total	FTE
<b>1. Salaries</b>					
a. Faculty (5000)	30.21%	50,000	15,105.00	65,105.00	
b. Adjunct (5011)	30.21%	28,800	8,700.48	37,500.48	
c. Administrative Professional (5100)	30.21%		0.00	0.00	
d. State Classified (5400)	34.06%		0.00	0.00	
e. Graduate Assistants (5351)	3.50%		0.00	0.00	
f. Non-Student Hourly (5581)	15.81%		0.00	0.00	
g. Temporary Faculty/Staff (5541)	30.21%	40,000	12,084.00	52,084.00	
h. Student Hourly (5611)	0.00%		0.00	0.00	
<b>Total Salary and Fringe</b>		<b>\$118,800</b>	<b>\$35,889</b>	<b>\$154,689</b>	<b>0.00</b>

\*Fringe rates are subject to change

**2. Operating Expenses (6000-9999)**

Description:	Account Number:	Amount:
Printing/copying svcs/xer	6603	\$660.00
In state employee mileage	6007	\$940.00
<b>Total Requested Changes:</b>		<b>\$156,289</b>

FY 2016-2017 Request:	(Sum of prior year's base + Requested Changes)	\$554,696.00
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<b>FY 2016-2017 One-time Funds Request</b>	
Description: _____	Amount: _____

Please attach document(s) for justification of above expenditures and demonstrate how the budget requests relate to the Strategic Plan.

Base Budget Request

Fiscal Year 2016-2017

**Department of Sociology & Anthropology**

**Further explanation of Requested changes to EXPENDITURES 1. Salaries**

(a) Reinstating one tenure-track line (with search approved in 2015-2016 for August 2016 start date) to bring department back to 6 of 7 positions funded prior to budget cuts in 2013-2014 fiscal year. At the time there was no decision to cut a faculty line in the Sociology & Anthropology department; however, 2 faculty members, each with over 30 years of employment at the University, opted to accept "buyout" offers. Neither of those lines has been filled since spring 2014. At the end of the current fiscal year, cost savings to the University resulting from these unfilled positions will be approximately \$330,194.00 (based on salaries + benefits - \$9600.00 for adjunct instruction). (g) Approval for a 1-year Visiting Assistant Professor position for the 2nd tenure-track line (with search approved in 2015-2016 for August 2016 start date) to bring department back to 7 of 7 positions funded prior to budget cuts in 2013-2014 fiscal year. (b) Requested funds from adjunct instruction adjusted down from 2015-2016 expenditures because we won't have the same need to replace faculty on sabbatical leave during the fall semester and hires of the fulltime faculty positions included in this proposed budget will also reduce the department's need for funds for adjunct instruction.

**Further explanation of Request changes to EXPENDITURES 2. Operating Expenses**

Printing/copying services/Xerox (Acct. 6603) to help defray increased cost to department (previously paid out of CHASS Dean's budget)

In State Employee Mileage (Acct. 6007) to provide mileage reimbursement for faculty who advise (Colorado Springs) and recruit students off-campus and outside of Pueblo, Colorado

**Budget requests and University Strategic Plan (2010-2015)**

The Department's focus on faculty hires, in particular re-establishing tenure-track appointments for the two vacancies created by "early" retirements at the end of AY 2013-2014 corresponds with Goal One – Excellent Academics in the University's 2010-2015 Strategic Plan. While we received financial support for three consecutive years to hire one or two Visiting Assistant professors, we have had 4 different individuals in these positions. This constant turnover in faculty impedes program continuity, negatively impacts students, and presents numerous challenges to continuing to enhance the quality of our academic programs, including curriculum revisions and developing new emphases in our major to better students with a wide range of career interests in sociology and criminology. We feel strongly that increasing our current number of filled tenure-track lines will better position the department to meet all three objectives connected to Goal One (see next page) because faculty hired into tenure track lines will build a greater investment in the University and in our students as well as be more committed to crafting the future direction of the program in a way to attract and retain students.

## Goal One – Excellent Academics

*We will provide excellent academic programming and outstanding instruction so that our students meet specified learning outcomes in their disciplines and general education, toward completion of a degree that prepares them for professional and academic success. (Page 3)*

### *Objectives: (page 3)*

1. Attract motivated students capable of academic success. (E)
2. Attract and retain high quality, motivated faculty and staff who provide outstanding instruction, scholarship, and service. (R)

1.2.1 Measure – Increase the percentage of courses taught by tenure-track faculty from 42% in fall 2014 to 50% in fall 2020.

**1.2.1 A. Strategy: Restore tenure track lines based on available funding and data-informed prioritization. (Page 4)**

3. Provide high quality and relevant academic programs that prepare students for professional and academic success.

**1.3.1 Measure: By 2020, increase support for programs that are identified as high strategic priorities**

**1.3.1. B. Strategy: Incentivize academic programs to become cost effective. (Page 5)**

In relation to Measure 1.2.1 above, recent figures provided by Provost Kreminski (distributed by Dean William Folkestad in a meeting with CHASS Chairs, 9/23/15) indicate that the Sociology program continues to be one of the largest at the University, based on number of majors. As of the fall 2015 census date, there were 271 declared Sociology majors. This places Sociology (and EXHPR with 271 majors) among the 4 largest academic programs at CSU Pueblo. The current strain on faculty would be alleviated with more tenure-track colleagues in place, with the benefit of improving job satisfaction and morale.

**1.2.3. Measure: Increase average reported job satisfaction levels of faculty and staff as measured by the campus climate survey from 71% in 2014 to 80% in 2020. (Page 4)**

Objective 1.3 states that high quality, relevant, and cost effective programs are valued and prioritized in the University's Strategic Plan. There is a commitment to "incentivizing" academic programs to become cost effective. For years, the Sociology program has been among the most cost effective programs on campus and, in fact, the tuition dollars from our majors help to subsidize more expensive programs. And, there has been a negative side to the University's lack of investment in a program that has and continues to educate a significant number of CSU graduates. In support of the Strategic Plan's Goal One our request for the University to invest in tenure-track lines for the sociology program is in recognition of (a) the high demand for our major, (b) the potential for recruiting additional students to CSU Pueblo with resources enabling us to enhance program areas related to the highest student demand and viable career opportunities, and (c) the need to increase and stabilize our core (tenure-track) fulltime faculty positions in order to continue to provide a quality education to a large number of CSU Pueblo students as well as to be able to make more significant contributions to the following measures and strategies supporting Goal One: Excellent Academics.

**1.3.4. A. Strategy: Create seamless multiple modality degree pathways in line with best practices for student academic success.**

**\*Determine what is needed to support high-quality hybrid and distance course design and deliver and Develop a plan for meeting these needs. (Pages 5-6)**

The Sociology Department offers external degrees through the Extended Studies Department in Sociology, Sociology/Criminology, and Social Science. Our goal is to use what is already in place to create



robust hybrid and online offerings. At present, however, our faculty is stretched too thin to be able to invest the necessary amount of time in this area. Some faculty members in the department have already invested in training and hybrid and online course development, but current resources limit our ability to further progress in this area.

**1.3.5. Measure: Increase number of students enrolled in courses designated as including undergraduate research from 145 in AY 2014/2015 to 160 in AY 2019/2020. (Page 6)**

Research jobs provide a number of viable career opportunities for students who obtain a bachelor's degree with a major in Sociology. Our ability to increase research opportunities, including community-based research projects for our majors would be greatly enhanced with more tenure-track faculty in the department.

Other strategic plan initiatives that connect to our request for tenure-track hires and strengthening the Department's core faculty include Objective 3.3 and Measure 3.3.1 in Goal Three Transformative Opportunities. Students in the program would experience enhanced (a) academic programming, (b) advising and mentoring, and (c) career preparation. This, in turn, would improve student retention in the major.

### **Goal Three: Transformative Opportunities**

**3.3 Objective Three – Integrate experiential education throughout students' curricular and co-curricular activities.**

**3.3.1 Measure: Increase the numbers of students who complete a designated experiential course or activity from 0 in 2015 to 500 in 2020 as determined in conjunction with the EE steering committee. (Page 9)**

# Base Budget Request

## Fiscal Year 2016-2017

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  6. Completed forms are due to the Budget Office no later than October 30, 2015.

**Contact Person:** DAVID LEHMPUHL **Phone No.** 719-549-2340

**FY 2015-2016 Base Budget**

Department/Division	<u>Dept of Biology</u>
Salaries	<u>\$787,056.00</u>
Operating Expense	<u>\$57,985.00</u>
Program Fees	<u>\$68,400.00</u>

Total: \$913,441.00

**Requested Changes**

EXPENDITURES	Fringe Rate	Salaries	*Fringe	Total	FTE
<b>1. Salaries</b>					
a. Faculty (5000)	30.21%	<u>9,000</u>	2,718.90	11,718.90	<u>          </u>
b. Adjunct (5011)	30.21%	<u>          </u>	0.00	0.00	<u>          </u>
c. Administrative Professional (5100)	30.21%	<u>          </u>	0.00	0.00	<u>          </u>
d. State Classified (5400)	34.06%	<u>          </u>	0.00	0.00	<u>          </u>
e. Graduate Assistants (5351)	3.50%	<u>9,400</u>	329.00	9,729.00	<u>          </u>
f. Non-Student Hourly (5581)	15.81%	<u>          </u>	0.00	0.00	<u>          </u>
g. Temporary Faculty/Staff (5541)	30.21%	<u>          </u>	0.00	0.00	<u>          </u>
h. Student Hourly (5611)	0.00%	<u>          </u>	0.00	0.00	<u>          </u>
<b>Total Salary and Fringe</b>		<u>\$18,400</u>	<u>\$3,048</u>	<u>\$21,448</u>	<u>0.00</u>

\*Fringe rates are subject to change

**2. Operating Expenses (6000-9999)**

Description:	Account Number:	Amount:	
<u>                                  </u>	<u>                                  </u>	<u>                                  </u>	<u>                                  </u>
<u>                                  </u>	<u>                                  </u>	<u>                                  </u>	<u>                                  </u>
<u>                                  </u>	<u>                                  </u>	<u>                                  </u>	<u>                                  </u>

**Total Requested Changes:** \$18,400 \$3,048 \$21,448 0.00

FY 2016-2017 Request:	(Sum of prior year's base + Requested Changes)	<u>\$934,888.90</u>	
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FY 2016-2017 One-time Funds Request	Description: <u>                                  </u>	Amount: <u>                                  </u>	
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Please attach document(s) for justification of above expenditures and demonstrate how the budget requests relate to the Strategic Plan.

a. The Department of Biology will be searching for a Tenure Track Faculty member to replace the Lecturer (position #009334). **If the search fails, or the University disallows the search**, we are requesting an increase in compensation and conversion from Lecturer (position #009334) to a Visiting Assistant Professor position at \$42,000, or an increase of \$9,000 over the current salary of \$33,000. This position was created to temporarily replace Scott Herrmann who retired with the buyout June 2014. This position is currently inhabited by Dr. Jim Satterfield, who teaches 12 credit hours within the Department of Biology. **If the Tenure Track search is successful, we will not need this budget adjustment.**

e. The College of Science and Mathematics GPNS program has historically had 6 Teaching Assistant (TA) positions allotted for the MS programs in Biology, Chemistry and Biochemistry. The TA's are supported in a partial tuition reimbursement (\$1112) and also a stipend (\$4700), neither of which have been increased since at least 2008. The stipend amount budgeted currently reflects only 5 TA positions because the year the budget was set based on actuals, the college had only filled 5 TA's instead of 6. We have filled our 6 TA's this year and will have to cover the overages using other funding since we were unaware of the mistake in the stipend budget (the tuition budget was still at 6 positions). The request is to bring the 5 stipend positions back to 6 within account 1310228

#### **Relation to the strategic plan:**

- 1.1 Attract motivated students capable of academic success. Graduate students who are accepted into the program are motivated and capable, however, without competitive support, the pool of such students is vanishingly small. This would help in recruiting and retaining graduate students into the GPNS program.
- 1.2 Attract and retain high quality, motivated faculty. The graduate program is one of the main reasons for the last 3 hires in chemistry and biology. Without a MS program, these folks, who are interested in both teaching and research, would have gone elsewhere. Without the graduate students supported in the program, the program will fail and we will not be able to retain or recruit high quality faculty.
  - 1.2.2 Increase opportunities for faculty professional development, scholarship or creative activities. The graduate students in the program enhance faculty productivity by conducting faculty-mentored research that is usually publishable.
- 1.3 Provide sustainable, high quality, relevant academic programs. The STEM fields are usually in high demand nationwide, and an active graduate program enhances its quality and relevance, particularly in the areas of cutting-edge research.
- 2.4 Provide financial stewardship and sustainability of University resources. The TA's each teach three lab sections in their discipline which makes TA a fairly good bargain for the university since those courses would be staffed by adjuncts in any case. They are not quite as cost effective as an adjunct (\$1566 vs \$800 per credit hour) but given the other benefits listed above, it is well worth the cost.
- 3.3 Increase students' experiential education activities. As a TA, students not only learn the material they are teaching at a high level, they also experience public speaking and classroom management in their discipline which is quite beneficial for their overall education. This also plays in quite well with 4.2, Provide opportunities for leadership for students on and off-campus.

# Base Budget Request

Fiscal Year 2016-2017

**Purpose of Form:** When base operating changes are requested for the new budget request year, the following information must be provided.

- Instructions:**
1. Cells with \$0.00 have formulas for automatic calculations.
  2. Enter the requested amount on the appropriate line below and check your figures for accuracy.
  3. Attach supporting documentation and indicate how the budget requests relate to the Strategic Plan.
  4. Completed forms should be returned to the appropriate Dean/Director for his/her submission to Cabinet.
  5. Dean/Director must prioritize their department requests in a list submitted to the Budget Office along with the budget requests, supporting documentation, and relation to the Strategic Plan.
  6. Completed forms are due to the Budget Office no later than October 30, 2015.

**Contact Person:** DAVID LEHMPUHL **Phone No.** 719-549-2340

**FY 2015-2016 Base Budget**

Department/Division	<u>Dept of Chemistry</u>
Salaries	<u>\$707,637.00</u>
Operating Expense	<u>\$29,350.00</u>
Program Fees	<u>\$22,000.00</u>

Total: \$758,987.00

**Requested Changes**

EXPENDITURES	Fringe Rate	Salaries	*Fringe	Total	FTE
<b>1. Salaries</b>					
a. Faculty (5000)	30.21%	_____	0.00	0.00	_____
b. Adjunct (5011)	30.21%	_____	0.00	0.00	_____
c. Administrative Professional (5100)	30.21%	<u>17,381</u>	5,250.89	22,632.20	<u>1.0 (see justification)</u>
d. State Classified (5400)	34.06%	_____	0.00	0.00	_____
e. Graduate Assistants (5351)	3.50%	_____	0.00	0.00	_____
f. Non-Student Hourly (5581)	15.81%	_____	0.00	0.00	_____
g. Temporary Faculty/Staff (5541)	30.21%	_____	0.00	0.00	_____
h. Student Hourly (5611)	0.00%	_____	0.00	0.00	_____
<b>Total Salary and Fringe</b>		<u>\$17,381</u>	<u>\$5,251</u>	<u>\$22,632</u>	<u>0.00</u>

\*Fringe rates are subject to change

**2. Operating Expenses (6000-9999)**

Description: <u>Cryogenics, gases, and type B instruction</u>	Account Number: <u>1310222</u>	Amount: <u>\$15,000.00</u>	
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	

**Total Requested Changes:** \$17,381 \$5,251 \$37,632 0.00

FY 2016-2017 Request:	(Sum of prior year's base + Requested Changes)	
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<b>FY 2016-2017 One-time Funds Request</b>		
Description: <u>Fix Electrical in C-311A</u>	Amount:	<u>\$1,087</u>
Description: <u>Add outlets in C-413</u>	Amount:	<u>\$810</u>

Please attach document(s) for justification of above expenditures and demonstrate how the budget requests relate to the Strategic Plan.

**Justification – Base Budget Request FY16-17  
Chemistry Department**

The requested adjustments to the base budget for the Chemistry Department reflect needs for the basic function and operation of the Department.

**Top Priority** – Increase the Departments Operating Budget by \$15,000: This request specifically reflects the fact that 100% of the expenses for cryogenics and gases, and most of the type B instruction (research courses) fall on the Department’s operating budget (Table 1). These are laboratory expenses that would most appropriately be covered on the laboratory fee account.

**Table 1: FY 2015 (July 1, 2014 – June 30, 2015) Operating Budget Analysis**

<b>Major Expenditure Category</b>	<b>Expense (\$)</b>	<b>% of Operating Expenditures</b>	<b>Notes</b>
Cryogenics, gases, research support	14721	50.2	Cryogenics and gases of total operating budget and type B instruction
Office Supplies	1250	4.3	
ACS Exams + MFAT	785	2.7	Assessment
Photo Copier	2992	10.2	
Phones	5224	17.8	
Travel	2206	7.5	Professional development/scholarship

Many of the scientific instruments that are necessary to teach laboratory courses and to offer type B instruction (research courses) in the Chemistry Department require consumable materials (gases and cryogenics) in order to be maintained and/or operated. It is not possible to cover these expenses out of the laboratory fee account (1312250), and therefore, have fallen on the general operating budget for the department (1310222). About 50% (\$14,721) of the overall operating budget was used to maintain lab facilities and instrumentation for the purpose of laboratory courses, offer student research experiences, and support scholarly productivity. This amount has been growing year by year. The cost of consumable supplies as well as other supplies needed for the department (e.g. office supplies and the photo copier) is increasing. This is most dramatically illustrated with the cost of liquid helium (Table 2), which has increased 132% over the past 4 years and is required to maintain the nuclear magnetic resonance (NMR) spectrometer. Chemistry Departments offering an American Chemical Society certified degree like we do at CSU-Pueblo are required to maintain a functioning

NMR. The Department's operating budget has not been increased in about 10 years, and we have reached the point where we support professional development with less than 8% (\$2,206 for 8 tenure/tenure track faculty) of our budget and there is essentially no

**Table 2: Cost of Liquid Helium 2012 - 2015**

<b>Year</b>	<b>Price of Helium per Liter</b>	<b>Increase over previous year</b>	<b>Increase since 2012</b>
2012	\$11.30		
2013	\$17.50	55%	55%
2014	\$21.87	25%	94%
2015	\$26.24	20%	132%

flexibility in the budget to address unexpected and one-time needs. For example the department has 3 instruments on the third floor that are used to support the organic chemistry laboratory courses. If we try to operate all three instruments at once it trips a breaker. Unfortunately, if the breaker trips faculty or staff have to call the physical plant to send someone over to reset the break because it is behind a locked panel. This can be crippling to the operation of laboratory courses. The remedy is to break up the outlets onto additional circuits with individual breakers. This will cost the department \$1086.86 (quote attached). There is no flexibility in the budget to make this necessary fix. The best we can do is wait until the end of the fiscal year and hope there is enough funds remaining to rush to get the work done prior to the end of the fiscal year. There is a similar need for additional power outlets in the shared instrument lab on the fourth floor that houses the majority of the scientific instrumentation in the Department. We are out of power outlets. The power needs of modern instrumentation, the computers that operate them, and printers are ever increasing. We have new instrumentation being purchased off of grant funds (on its way) or donated that we do not have the outlets necessary to power them. The solution is to add outlets, which will cost \$809.72 (quote attached). We do not have room in our budget for these type of one-time expenses. There are numerous other examples of common items such as replacement printers that are difficult to squeeze from the operating budget.

Fulfilling this requested increase to the Department's budget could be accomplished by increasing the operating budget as requested or by increasing the laboratory fee budget since most of these expenses are for the maintenance and operation of the laboratory facilities. Either option would be acceptable. Without the increase in budget the Department will soon be put in a position of deciding whether to offer type B instruction, remove phones from faculty offices, or to support professional development. This request directly reflects

the Strategic Plan by supporting student experience in research (type B instruction), supporting faculty professional development, supporting experiential education in chemistry laboratory courses and making it possible to continue scholarly activity in the chemical sciences.

**Second Priority** – Increase Department budget to allow for the hire of a full-time Administrative Assistant: Last academic year the Department had to operate without an Administrative Assistant. The department was fortunate to have some assistance from the Dean's Administrative Assistant during that time. During this current academic year the Department was given permission to use the funds allocated for Non-Student Hourly positions to hire a part-time Administrative Assistant. While this is a step forward, it is far from ideal. The department needs a full-time Administrative Assistant to support the activities of the department, be a point of contact for students, and interact with the public. To accomplish this the Chemistry Department requests that the \$19,035 currently allocated in 1310222-5581 for Non-Student Hourly be moved to 1310222-5100 (Administrative Professional) and an additional \$22,632.20 be added to 1310222-5100 to allow for a full-time Administrative Assistant to be hired. Like the previous request this is really about providing the appropriate basic support to academic units and should be prioritized above any new expenses related to implementing the strategic plan.

**Third Priority** – One-time Funds to address electrical problems and needs in the Chemistry Building: Currently the Chemistry Department has 3 instruments on the third floor in C-311A that are used to support the organic chemistry laboratory courses and research that are all on the same circuit. If all three instruments are operated simultaneously it trips a breaker. Unfortunately, if the breaker trips faculty or staff have to call the physical plant to send someone over to reset the break because it is behind a locked panel. This can be crippling to the operation of laboratory courses. The remedy is to break up the outlets onto additional circuits with individual breakers. This will cost the department \$1086.86 (quote attached). We currently do not have the flexibility in the operating budget to make this necessary fix. There is a similar need for additional power outlets in the shared instrument lab on the fourth floor (C-413) that houses the majority of the scientific instrumentation in the Department. We are out of power outlets. We have new instrumentation being purchased off of grant funds (on its way) or donated that we do not have the outlets necessary to power them. The solution is to add outlets, which will cost \$809.72 (quote attached).

# Base Budget Request

Fiscal Year 2016-2017

**Purpose of Form:** When base operating changes are requested for the new budget request year, the following information must be provided.

- Instructions:**
1. Cells with \$0.00 have formulas for automatic calculations.
  2. Enter the requested amount on the appropriate line below and check your figures for accuracy.
  3. Attach supporting documentation and indicate how the budget requests relate to the Strategic Plan.
  4. Completed forms should be returned to the appropriate Dean/Director for his/her submission to Cabinet.
  5. Dean/Director must prioritize their department requests in a list submitted to the Budget Office along with the budget requests, supporting documentation, and relation to the Strategic Plan.
  6. Completed forms are due to the Budget Office no later than October 30, 2015.

**Contact Person:** DAVID LEHMPUHL **Phone No.** 719-549-2340

**FY 2015-2016 Base Budget**

Department/Division Sci/Math Institutional Support  
 Salaries \$255,944.00  
 Operating Expense \$26,911.00  
 Program Fees \$3,300.00

Total: \$286,155.00

**Requested Changes**

EXPENDITURES	Fringe Rate	Salaries	*Fringe	Total	FTE
<b>1. Salaries</b>					
a. Faculty (5000)	30.21%	<u>                    </u>	0.00	0.00	<u>                    </u>
b. Adjunct (5011)	30.21%	<u>24,000</u>	7,250.40	31,250.40	<u>0.83</u>
c. Administrative Professional (5100)	30.21%	<u>50,000</u>	15,105.00	65,105.00	<u>1.00</u>
d. State Classified (5400)	34.06%	<u>                    </u>	0.00	0.00	<u>                    </u>
e. Graduate Assistants (5351)	3.50%	<u>                    </u>	0.00	0.00	<u>                    </u>
f. Non-Student Hourly (5581)	15.81%	<u>                    </u>	0.00	0.00	<u>                    </u>
g. Temporary Faculty/Staff (5541)	30.21%	<u>                    </u>	0.00	0.00	<u>                    </u>
h. Student Hourly (5611)	0.00%	<u>                    </u>	0.00	0.00	<u>                    </u>
<b>Total Salary and Fringe</b>		<u>\$74,000</u>	<u>\$22,355</u>	<u>\$96,355</u>	<u>1.83</u>

\*Fringe rates are subject to change

**2. Operating Expenses (6000-9999)**

Description:	<u>TA tuition allocation</u>	Account Number:	<u>1310231</u>	Amount:	<u>\$11,348.10</u>
	<u>                                    </u>		<u>                                    </u>		<u>                                    </u>
	<u>                                    </u>		<u>                                    </u>		<u>                                    </u>
	<u>                                    </u>		<u>                                    </u>		<u>                                    </u>

**Total Requested Changes:** \$74,000 \$22,355 \$107,704 1.83

FY 2016-2017 Request:	(Sum of prior year's base + Requested Changes)	<u>\$393,859</u>
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<b>FY 2016-2017 One-time Funds Request</b>	
Description: <u>                                    </u>	Amount: <u>                    </u>

Please attach document(s) for justification of above expenditures and demonstrate how the budget requests relate to the Strategic Plan.



## **Budget Justification**

### **College of Science and Mathematics**

Both requests from the CSM Institutional Support Budget are a result of a the PROPEL grant ending this federal fiscal year. The first request is to increase the adjunct budget by \$24,000 to recoup the loss of summer support that the PROPEL grant was funding for the past five years. PROPEL offered 5 SAFE courses per summer in CSM which were sections of courses that would normally be offered in the summer but were aligned with the objectives of the grant. Courses varied by year but included General Chemistry I (4 cr), Organic Chemistry I (3 cr), General Biology (4 cr), College Algebra (4 cr) and Calculus I (5 cr) for a total of approximately 20 credit hours. 20 credit hours times a maximum of \$1200 per credit hour results in \$24,000. Funding of \$20,000 to this budget would likely be a typical amount used given the mix of assistant, associate and full professors teaching. If this budget is not restored, the summer offerings in the college will be reduced to fit whatever budget remains in the adjunct pool, potentially limiting revenue.

The second request is to support 16 hours of teaching by the director of the PROPEL center, and to provide support for continuing the Science Olympiad. The PROPEL Center director currently is funded by the PROPEL grant which will be ending. The director salary of \$50,000 would be supported by teaching and Science Olympiad duties with the remainder of their time spent administering the Center. The Center provides tutoring and supplemental instruction support for the sciences including biology, chemistry, and physics, as well as engineering and engineering technology. A program fee is going to be requested of students to support the tutoring and supplemental instruction, but other means are necessary to maintain the director's position. This request would be for the director to provide a little over ½-time teaching support during the academic year and a course in the summer by teaching the cross-listed Chemistry/Physics 150 course which supports the teacher education program as well as Chem 125 and lab which supports the interdisciplinary Sustainability minor. The Chem/Phys 150 course was taught by Jeff Piquette who is now taking on administrative duties. In addition to the teaching, the director would play a major role in organizing the Science Olympiad. This was previously done by the Dean of CSM, but since the new Dean of CSM (whoever that will be) will also be teaching, researching, and serving in their department (since there is no money for replacement) this would provide a means to continue offering this service to the region. Without this funding, the PROPEL center and all its science and engineering tutoring will cease, the teacher ed program will have much reduced offerings of the required Chem/Phys 150 course, the sustainability minor may be impacted by limited offerings of the Chem 125 course, and the Science Olympiad will not be hosted by CSM at CSU-Pueblo.

The third request is to adjust the graduate tuition allowance to compensate for years of tuition increases with no adjustment. Graduate student stipends and tuition allowance for the GPNS program have not been increased since at least 2008. The current tuition allocation is \$1116 and

is supposed to cover 9 hours of in-state, base tuition and fees (and was sent likely in FY2007). To remain competitive, we request the tuition allocation be increased to cover its intended credit load of 9 hours, which is currently \$3007.35, or an increase of \$1891.35. Chemistry is allocated 2 TA positions and Biology 4 TA positions, with each TA teaching 3 laboratory sections in exchange for their tuition allowance and \$4700 stipend per semester.

### **Strategic Plan Relation**

The following goals and objectives of the 2015-2020 Strategic Plan as well as the major outcomes of Enrollment (E), Retention (R), and Graduation (G) are related to these budget requests as follows:

#### **1.1 Attract motivated students capable of academic success (E).**

**1.1.1.D** Measures of academic motivation that might complement our other admissions criteria. This strategy is enhanced by having a tutoring center available for students. Parents and prospective students are much more likely to send their child to CSU-Pueblo if there are support mechanisms in place to ensure they can get academic help when needed.

#### **1.3 Provide sustainable, high quality, relevant academic programs that prepare students for professional and academic success (G).**

**1.3.1** Increase support for programs that are identified as high strategic priorities.

Programs in STEM including sustainability and teacher education have been identified as high priorities at a national level.

**1.3.2** Meet performance targets for student learning outcomes. The tutoring provided by the PROPEL center helps enhance student learning.

#### **2.4 Provide financial stewardship and sustainability of University resources (E). Summer courses provide a much needed source of revenue for the university. Restricting the summer course offerings reduces the potential for revenue.**

**3.1** Provide academic advising, counseling, and tutoring services that support student success and graduation (R). The PROPEL grant was expected to be institutionalized. This proposal would help partially institutionalize the part of PROPEL that seems most tied to student success.

**4.1** Enhance/Increase co- and extra-curricular opportunities for involvement and engagement for students (R). The PROPEL center uses students as tutors and SI leaders and provides a source of work income for those students.

**4.2** Provide leadership and mentoring opportunities for students on campus. PROPEL tutors and SI leaders serve as leaders and mentors for the students they serve.

**4.3** Provide modern, comfortable, and safe facilities to support student learning (E). The PROPEL center provides a non-threatening environment for students to obtain the help they need. Without these funds the Center and its facilities will close.

Rank			<u>Salaries</u>	<u>*Fringe</u>	<u>Total</u>	<u>FTE</u>	Notes
<b>CSM</b>							
4	b. Adjunct (5011)	30.21%	24,000	7,250.40	31,250.40	0.83	Recover summer adjunct from PROPEL ending
3	c. Administrative Professional (5100)	30.21%	25,000	7,552.50	32,552.50	0.67	16 hrs teaching for PROPEL director
<b>Total Salary and Fringe</b>			<u>\$49,000</u>	<u>\$14,803</u>	<u>\$63,803</u>	<u>1.50</u>	
7	2. Operating Expenses (6000-9999)				11,348.10		Adjustment in tuition reimbursement for GPNS
<b>Total</b>			<u>\$49,000</u>	<u>\$14,803</u>	<u>\$75,151</u>	<u>1.50</u>	

			<u>Salaries</u>	<u>*Fringe</u>	<u>Total</u>	<u>FTE</u>	
<b>Biology</b>							
9	a. Faculty (5000)	30.21%	9,000	2,718.90	11,718.90		Lecturer to VAP if Biology search fails (Rank #2 if needed)
2	e. Graduate Assistants (5351)	3.50%	9,400	329.00	9,729.00		Correct mistake in budget allocation for TA's
<b>Total Salary and Fringe</b>			<u>\$18,400</u>	<u>\$3,048</u>	<u>\$21,448</u>		

			<u>Salaries</u>	<u>*Fringe</u>	<u>Total</u>	<u>FTE</u>	
<b>Chemistry</b>							
6	c. Administrative Professional (5100)	30.21%	17,381	5,250.89	22,632.00	1.00	Recover the full-time admin asst for chem
<b>Total Salary and Fringe</b>			<u>\$17,381</u>	<u>\$5,251</u>	<u>\$22,632</u>	<u>1.00</u>	
5	2. Operating Expenses (6000-9999)				15,000.00		Cryogenics, gases and Type B instruction
<b>Total</b>			<u>\$17,381</u>	<u>\$5,251</u>	<u>\$37,632</u>	<u>1.00</u>	

			<u>Salaries</u>	<u>*Fringe</u>	<u>Total</u>	<u>FTE</u>	
<b>Mathematics</b>							
8	h. Student Hourly (5611)	0.00%	4,000	0.00	4,000.00		Student tutors for Black Hills State developmental model
<b>Total Salary and Fringe</b>			<u>\$4,000</u>	<u>\$0</u>	<u>\$4,000</u>		

			<u>Salaries</u>	<u>*Fringe</u>	<u>Total</u>	<u>FTE</u>	
<b>Physics</b>							
1	a. Faculty (5000)	30.21%	20,000	6,042.00	26,042.00	1.00	Buy-out retirement replacement for Marta Wallin
<b>Total Salary and Fringe</b>			<u>\$20,000</u>	<u>\$6,042</u>	<u>\$26,042</u>	<u>1.00</u>	

<b>TOTAL Requests</b>			<u>\$108,781</u>	<u>\$29,144</u>	<u>\$164,273</u>	<u>3.50</u>	
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# Base Budget Request

Fiscal Year 2016-2017

**Purpose of Form:** When base operating changes are requested for the new budget request year, the following information must be provided.

- Instructions:**
1. Cells with \$0.00 have formulas for automatic calculations.
  2. Enter the requested amount on the appropriate line below and check your figures for accuracy.
  3. Attach supporting documentation and indicate how the budget requests relate to the Strategic Plan.
  4. Completed forms should be returned to the appropriate Dean/Director for his/her submission to Cabinet.
  5. Dean/Director must prioritize their department requests in a list submitted to the Budget Office along with the budget requests, supporting documentation, and relation to the Strategic Plan.
  6. Completed forms are due to the Budget Office no later than October 30, 2015.

**Contact Person:** DAVID LEHMPUHL **Phone No.** 719-549-2340

**FY 2015-2016 Base Budget**

Department/Division	<u>Dept of Mathematics</u>
Salaries	<u>\$931,856.00</u>
Operating Expense	<u>\$13,600.00</u>
Program Fees	<u>\$66,505.00</u>

Total: \$1,011,961.00

**Requested Changes**

EXPENDITURES	Fringe Rate	Salaries	*Fringe	Total	FTE
<b>1. Salaries</b>					
a. Faculty (5000)	30.21%	_____	0.00	0.00	_____
b. Adjunct (5011)	30.21%	_____	0.00	0.00	_____
c. Administrative Professional (5100)	30.21%	_____	0.00	0.00	_____
d. State Classified (5400)	34.06%	_____	0.00	0.00	_____
e. Graduate Assistants (5351)	3.50%	_____	0.00	0.00	_____
f. Non-Student Hourly (5581)	15.81%	_____	0.00	0.00	_____
g. Temporary Faculty/Staff (5541)	30.21%	_____	0.00	0.00	_____
h. Student Hourly (5611)	0.00%	4,000	0.00	4,000.00	_____
<b>Total Salary and Fringe</b>		<u>\$4,000</u>	<u>\$0</u>	<u>\$4,000</u>	<u>0.00</u>

\*Fringe rates are subject to change

**2. Operating Expenses (6000-9999)**

Description: _____	Account Number: _____	Amount: _____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Total Requested Changes:** \$4,000 \$0 \$4,000 0.00

FY 2016-2017 Request:	(Sum of prior year's base + Requested Changes)	<u>\$1,015,961</u>
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FY 2016-2017 One-time Funds Request	Amount: _____
Description: _____	_____

Please attach document(s) for justification of above expenditures and demonstrate how the budget requests relate to the Strategic Plan.

## **Mathematics Budget Request Justification**

The additional student-hourly allocation increase of \$4000 is for hiring additional hourly undergraduate classroom aid-tutors needed in the new (adapted “Black Hills”) model of remedial instruction (Math 098 and Math 099) to be fully implemented Spring 16. This new model is the remedial team’s attempt to adapt a nationally legitimate current model to help students improve their outcomes and success in remedial algebra. The model uses more intensive instructor-supported active student learning in the classroom. More in-class, instructor supervised classroom tutor support is needed for this model.

The mathematics remedial program generates a large amount of tuition and fee dollars over salary expenses: more than \$746 net per student in tuition, and over \$1029 net per student in tuition+fees, for 685 students Spring & Fall 2015 = over \$704,000 net in this calendar year, not including summer. It is only justice that needed resources be returned to this effort.

Why algebra remediation? In our society, a person without basic algebra knowledge and skill is restricted in their access to what the academy, economy and government offer and expect of those with higher education. Also, people who are disabled in algebra are generally less able to appreciate and learn the mathematics, science and technology, and many other forms of thought, communication, and skill necessary for such access. Algebra disability often leaves people less able to help others, especially their children, to appreciate and learn what is needed for such access.

The Strategic Plan aims to “ensure that our students 1) are prepared to succeed academically when they enter CSU-Pueblo or are provided academic support as they pursue their degrees.” Objective 3 of the Strategic Plan is to “Provide sustainable, high quality, relevant academic programs that prepare students for professional and academic success. (G)” Acknowledging the poor state of many school systems, CSU-P still provides entrance to many students who are underprepared for its academic programs. Thus CSU-Pueblo has a strategic and critical responsibility to do the best it can to provide access to its programs for the students it admits. An unfortunately high percentage of admitted students need such remediation.

# Base Budget Request

Fiscal Year 2016-2017

**Purpose of Form:** When base operating changes are requested for the new budget request year, the following information must be provided.

- Instructions:**
1. Cells with \$0.00 have formulas for automatic calculations.
  2. Enter the requested amount on the appropriate line below and check your figures for accuracy.
  3. Attach supporting documentation and indicate how the budget requests relate to the Strategic Plan.
  4. Completed forms should be returned to the appropriate Dean/Director for his/her submission to Cabinet.
  5. Dean/Director must prioritize their department requests in a list submitted to the Budget Office along with the budget requests, supporting documentation, and relation to the Strategic Plan.
  6. Completed forms are due to the Budget Office no later than October 30, 2015.

**Contact Person:** DAVID LEHMPUHL **Phone No.** 719-549-2340

**FY 2015-2016 Base Budget**

Department/Division	<u>Dept of Physics</u>
Salaries	<u>\$76,813.00</u>
Operating Expense	<u>\$5,100.00</u>
Program Fees	<u>\$9,500.00</u>

Total: \$91,413.00

**Requested Changes**

EXPENDITURES	Fringe Rate	Salaries	*Fringe	Total	FTE
<b>1. Salaries</b>					
a. Faculty (5000)	30.21%	<u>20,000</u>	6,042.00	26,042.00	<u>          </u>
b. Adjunct (5011)	30.21%	<u>          </u>	0.00	0.00	<u>          </u>
c. Administrative Professional (5100)	30.21%	<u>          </u>	0.00	0.00	<u>          </u>
d. State Classified (5400)	34.06%	<u>          </u>	0.00	0.00	<u>          </u>
e. Graduate Assistants (5351)	3.50%	<u>          </u>	0.00	0.00	<u>          </u>
f. Non-Student Hourly (5581)	15.81%	<u>          </u>	0.00	0.00	<u>          </u>
g. Temporary Faculty/Staff (5541)	30.21%	<u>          </u>	0.00	0.00	<u>          </u>
h. Student Hourly (5611)	0.00%	<u>          </u>	0.00	0.00	<u>          </u>
<b>Total Salary and Fringe</b>		<u>\$20,000</u>	<u>\$6,042</u>	<u>\$26,042</u>	<u>0.00</u>

\*Fringe rates are subject to change

**2. Operating Expenses (6000-9999)**

Description: _____	Account Number: _____	Amount: _____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Total Requested Changes:** \$20,000 \$6,042 \$26,042 0.00

FY 2016-2017 Request:	(Sum of prior year's base + Requested Changes)	<u>\$117,437.00</u>
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<b>FY 2016-2017 One-time Funds Request</b>	Description: _____	Amount: _____
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Please attach document(s) for justification of above expenditures and demonstrate how the budget requests relate to the Strategic Plan.

## Physics Budget Request Justification

The additional salary allocation is a request to upgrade an existing Math lecturer position (\$33,000 plus fringe) to a tenure-track Physics position (\$53,000 plus fringe).

The retirement of our last remaining tenured physics faculty (William Brown, Ph.D. in Engineering) will happen soon. It takes 4 full-time equivalent faculty to meet our current service obligations to other programs. Thus we are desperately in need of rebuilding a quality service course delivery in physics. This request is a small step towards meeting this great need to meet our SERVICE obligations in even a marginally respectable and sustainable manner. This request is not about the physics program (major) itself.

The physics service to the Biology, Chemistry, Mechatronics, Systems Engineering, Mathematics, Exercise Science and General Education programs at CSUP currently requires the equivalent of four full-time equivalent faculty (FTEF) (see table below). This includes the teaching of 26-30 laboratories classes per year, but does not include the additional 1.4-1.7 FTEF required to run the physics major and minor. Currently most teaching is done by adjunct faculty. All but one of our adjuncts, and our only tenured faculty member, are past retirement, and all but two, including our one tenured faculty member, must meet HLC requirements by exceptions. Last summer's search for adjuncts did not turn up realistic prospects. We are not serving students adequately with current arrangements.

The Department of Mathematics and Physics once employed 4 full-time Ph.D. faculty, and some adjunct faculty, to fulfil its mission even before the addition of Mechatronics, which has increased the service obligations. The retirement of Marta Wallin two years ago, and the subsequent loss yet another of our position has left the Physics SERVICE obligation in a completely untenable and unsustainable state, requiring quick action to save any real quality and attractiveness to our service courses, and any preservation of a long and especially strong "hands-on" laboratory experience and training for students—even more needed for today's students.

The strategic plan aims to enable students to **"4) continue on to successful and rewarding careers or graduate school education."** Objective 3 is to **"Provide sustainable, high quality, relevant academic programs that prepare students for professional and academic success." (G)** The many programs supported by Physics service courses are not sustainable in relevance or quality without making immediate and continuing steps to rebuild Physics instruction. Please take this first step.

**SERVICE OBLIGATIONS ONLY: 4 FTE Teaching, with 13-15 labs per term**

Falls				Springs			
Course	Credit Hr	# Sect.	CH Totals	Course	Credit Hr	# Sect.	CH Totals
Ph 110	3	3	9	Ph 110	3	3	9
Ph 110 L	1	4	4	Ph 110 L	1	4	4
Ph 140	3	3	3	Ph 140	3	3	9
Ph 140 L	1	2	2	Ph 140 L	1	4	4
Ph 150	3+1	1	3+1	Ph 150	4	1	4
Ph 201	3	1	3	Ph 201	3	1	3
Ph 201L	1	2	2	Ph 201L	1	2	2
Ph 202	3	1	3	Ph 202	3	1	3
Ph 202L	1	1 - 2	1 - 2	Ph 202L	1	1 - 2	1 - 2
Ph 221	4	1	4	Ph 221	4	1	4
Ph 221L	1	2	2	Ph 221L	1	2	2
Ph 222	4	1	4	Ph 222	4	1	4
Ph 222L	1	1 - 2	1-2	Ph 222L	1	1 - 2	1-2
		Total Lab	13-15			Total Lab	13-15
		Total CH	42-44			Total CH	42-44
		CH/11	4			CH/11	4

**ADDITIONAL NEEDED FOR PHYSICS PROGRAM: 1.4 – 1.7 FTE Teaching, with about 1 lab per term.**

Course	Credit Hr	Sect./year	CH Totals./yr
Ph 301	4	0.5	2
Ph 321	3	0.5	1.5
Ph 322 ( L)	1	0.5	0.5
Ph 341	3	0.5	1.5
Ph 342 ( L)	1	0.5	0.5
Ph 323	4	1	4
Ph 323 ( L)	1	1	1
Ph 431	4	0.5	2
Ph 432 ( L)	1	0.5	0.5
Ph 441	4	0.5	2
Ph 492	3	1	1
Ph 493	1	1	1
Ph 499	1	1	1
		Total Lab/yr	2.5/yr
		Total CH/yr	15.5 – 18.5/yr
FTE TEACH		CH/11*	1.4-1.7

Notes: \*Division by 11 (rather than 12) assumes one in three faculty have 3cr/term reassignment. This should probably be division by 10 if lab instruction (extra contact hours) is given some consideration.



# Base Budget Request

Fiscal Year 2016-2017

**Purpose of Form:** When base operating changes are requested for the new budget request year, the following information must be provided.

- Instructions:**
1. Cells with \$0.00 have formulas for automatic calculations.
  2. Enter the requested amount on the appropriate line below and check your figures for accuracy.
  3. Attach supporting documentation and indicate how the budget requests relate to the Strategic Plan.
  4. Completed forms should be returned to the appropriate Dean/Director for his/her submission to Cabinet.
  5. Dean/Director must prioritize their department requests in a list submitted to the Budget Office along with the budget requests, supporting documentation, and relation to the Strategic Plan.
  6. Completed forms are due to the Budget Office no later than October 30, 2015.

**Contact Person:** BRUCE RAYMOND **Phone No.** 719-549-2108

**FY 2015-2016 Base Budget**

Department/Division Hasan School of Business  
 Salaries \$2,706,667  
 Operating Expense \$40,000

Total: \$2,746,667

**Requested Changes**

EXPENDITURES	Fringe Rate	Salaries	*Fringe	Total	FTE
<b>1. Salaries</b>					
a. Faculty (5000)	30.21%	_____	0.00	0.00	_____
b. Adjunct (5011)	30.21%	_____	0.00	0.00	_____
c. Administrative Professional (5100)	30.21%	<u>75,000</u>	22,657.50	97,657.50	<u>Search TT Positions</u>
d. State Classified (5400)	34.06%	_____	0.00	0.00	_____
e. Graduate Assistants (5351)	3.50%	_____	0.00	0.00	_____
f. Non-Student Hourly (5581)	15.81%	_____	0.00	0.00	_____
g. Temporary Faculty/Staff (5541)	30.21%	_____	0.00	0.00	_____
h. Student Hourly (5611)	0.00%	_____	0.00	0.00	_____
<b>Total Salary and Fringe</b>		<u>\$75,000</u>	<u>\$22,658</u>	<u>\$97,658</u>	<u>0.00</u>

\*Fringe rates are subject to change

**2. Operating Expenses (6000-9999)**

Description: \_\_\_\_\_ Account Number: \_\_\_\_\_ Amount: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Total Requested Changes:** \$75,000 \$22,658 \$97,658 0.00

FY 2016-2017 Request: \_\_\_\_\_ (Sum of prior year's base + Requested Changes)

**FY 2016-2017 One-time Funds Request**  
 Description: \_\_\_\_\_ Amount: \_\_\_\_\_

Please attach document(s) for justification of above expenditures and demonstrate how the budget requests relate to the Strategic Plan.

**HSB Budget Request for FY2016-2017**

We are seeking permission to search the two tenurable positions which are open at HSB. These positions were last filled two years ago and we were told that we didn't search open positions due to budget constraints. These positions were not "abolished" in the campus-wide budget cuts; rather we weren't given permission to search. One of the positions is occupied by a visiting lecturer (Justin Holman) and one of the positions is occupied by a visiting professor (Yaneth Correa-Martinez).

Here is the information from the last year these positions were occupied by tenurable faculty.

Pos #	Account		Salary	Benefits	Total	
9033	010-191	Billington, Peter	1.00	\$117,757	\$35,327	\$153,084
9018	010-191	Joo, Seong-Jong	1.00	\$102,000	\$30,600	\$132,600

The current budgeted amount is \$90,000 for #9018 and \$45,000 for #9033. The table below shows comparison data for our HLC peers, an expanded set of salary peers, along with the AACSB data from the Fall 2015 Salary Survey.

**Assistant Professor of Production/Operations Management (Supply Chain Management)**

	Assistant Professor (Mean)	New Hires Asst Professor (Mean)
AACSB Accredited Schools	\$125,800	\$116,700
HLC Peers	\$103,300	\$104,300
Extended Salary Peers	\$103,900	\$105,300

Our request would be for a search budget of \$105,000 for each of these two positions. We will advertise at \$95,000 - \$105,000 depending upon experience.

Our budget request for 2016-2017 is for base adjustment of \$75,000 for these two positions.

- Position #9018: \$105,000 - \$90,000 = \$15,000
- Position #9033: \$105,000 - \$45,000 = \$60,000

**Priority (per Dr. Raymond to Tanya Baird 10/29/15):**

- 1 – Position #9033, Billington, Peter
- 2 – Position #9018, Joo, Seong-Jong

**Strategic Justification – Why is this budget request justified?**

1. For both HLC and AACSB it is required that we employ doctorally qualified faculty, particularly to support a Master's Level (MBA) program. We must hire PhD faculty with doctoral degrees in Supply Chain Management, Operations Management, Industrial Engineering, Operations Research or a closely related field from accredited institutions to fill these positions.
2. We are charged by the Colorado legislature to maintain our status as a Regional Comprehensive University with a tripartite mission of teaching, research and service. The research component of our campus mission has been put at severe risk by the loss of scholarly tenure-track faculty. Visiting faculty are not suitable to meet the scholarly mission of the institution.
3. The campus strategic plan calls explicitly for the campus to fill open tenurable faculty positions.

Note: The campus formally "abolished" 9% (2/22) of the tenurable positions at HSB as part of the 2014-2015 budget cuts. Our ability to meet the AACSB standards and the CSU-Pueblo legislative mission will be critically challenged if we don't fill vacant scholarly faculty positions at HSB as other faculty move or retire.

**Strategic Documentation** – foundational information supporting the three justification points above.

**I. CSU-Pueblo Strategic Plan**

(<http://www.csupueblo.edu/StrategicPlan/Documents/2015%E2%80%932020-Strategic-Plan.pdf>)

**CSU-Pueblo Mission**

CSU-Pueblo Legislative Authority - The legislative authority for Colorado State University-Pueblo University is stated in Colorado Statute 23-55-101: There is hereby established a University at Pueblo to be known as Colorado State University-Pueblo, which shall be a regional, comprehensive university with moderately selective admissions standards. The University shall offer a broad array of baccalaureate programs with a strong professional focus and a firm grounding in the liberal arts and sciences.

The University shall also offer a limited number of graduate programs.

CSU-Pueblo Mission adopted by the CSUS Board of Governors in April 2005 - Colorado State University-Pueblo is committed to excellence, setting the standard for regional comprehensive universities in teaching, research, and service by providing leadership and access for its region while maintaining its commitment to diversity

**1.1. Objective Two – Attract and retain high quality, motivated faculty and staff who provide outstanding instruction, scholarship, and service. (R)**

Creating a University environment that high-quality faculty and staff find rewarding is essential to a workforce capable of providing outstanding instruction, scholarship and creative activity, and service. Retention of high-performing faculty is important not only because of their input and contributions, but also because turnover is expensive. University climates where people feel appreciated and rewarded are more successful at retaining employees, enable them to focus on their work, and encourage them to promote the interests of the University and its stakeholders.

**1.1.1. Measure** – Increase the percentage of courses taught by tenure-track faculty from 42% in fall 2014 to 50% in fall 2020.

**1.1.1.A. Strategy:** Restore tenure track lines based on available funding and data-informed prioritization.

**1.1.1.B. Strategy:** Identify programs where percentage of tenure-track faculty is below the University mean and is affecting the goal of excellent academics and create an action plan for addressing the situations.

**II. HLC Standards**

<http://policy.hlcommission.org/Policies/criteria-for-accreditation.html>

3.C. The institution has the faculty and staff needed for effective, high-quality programs and student services.

- A. The institution has sufficient numbers and continuity of faculty members to carry out both the classroom and the non-classroom roles of faculty, including oversight of the curriculum and expectations for student performance; establishment of academic credentials for instructional staff; involvement in assessment of student learning.
- B. All instructors are appropriately qualified, including those in dual credit, contractual, and consortial programs.

- C. Instructors are evaluated regularly in accordance with established institutional policies and procedures.
- D. The institution has processes and resources for assuring that instructors are current in their disciplines and adept in their teaching roles; it supports their professional development.
- E.

**Assumed Practices - Faculty Roles and Qualifications**

<http://policy.hlcommission.org/Policies/assumed-practices.html>

Instructors (excluding for this requirement teaching assistants enrolled in a graduate program and supervised by faculty) possess an academic degree relevant to what they are teaching and at least one level above the level at which they teach, except in programs for terminal degrees or when equivalent experience is established. In terminal degree programs, faculty members possess the same level of degree. When faculty members are employed based on equivalent experience, the institution defines a minimum threshold of experience and an evaluation process that is used in the appointment process.

- III. **AACSB Standards** – minimum required doctorally qualified faculty is 60% for Bachelor Degree granting institution and higher (assumed standard is 75%) for Master’s level schools across all fields/disciplines. <http://www.aacsb.edu/en/accreditation/standards/2013-business/Academic%20and%20Professional%20Engagement%20Standards/standard15.aspx>

**Standard 15**

The school maintains and strategically deploys participating and supporting faculty who collectively and individually demonstrate significant academic and professional engagement that sustains the intellectual capital necessary to support high-quality outcomes consistent with the school’s mission and strategies. [FACULTY QUALIFICATIONS AND ENGAGEMENT]

Qualified faculty status applies to faculty members who sustain intellectual capital in their fields of teaching, demonstrating currency and relevance of intellectual capital to support the school’s mission, expected outcomes, and strategies, including teaching, scholarship, and other mission components. Categories for specifying qualified faculty status are based on the initial academic preparation, initial professional experience, and sustained academic and professional engagement as described below.

		<b>Sustained engagement activities</b>	
		Academic (Research/Scholarly)	Applied/Practice
<b>Initial academic preparation and professional experience</b>	Professional experience, substantial in duration and level of responsibility	<b>Scholarly Practitioners (SP)</b>	<b>Instructional Practitioners (IP)</b>
	Doctoral degree	<b>Scholarly Academics (SA)</b>	<b>Practice Academics (PA)</b>

- Scholarly Academics (SA) sustain currency and relevance through scholarship and related activities. Normally, SA status is granted to newly hired faculty members who earned their research doctorates within the last five years prior to the review dates. Subsequent to hiring, SA status is sustained as outlined below.
  - Practice Academics (PA) sustain currency and relevance through professional engagement, interaction, and relevant activities. Normally, PA status applies to faculty members who augment their initial preparation as academic scholars with development and engagement activities that involve substantive linkages to practice, consulting, other forms of professional engagement, etc., based on the faculty members' earlier work as an SA faculty member. PA status is sustained as outlined below.
  - Scholarly Practitioners (SP) sustain currency and relevance through continued professional experience, engagement, or interaction and scholarship related to their professional background and experience. Normally, SP status applies to practitioner faculty members who augment their experience with development and engagement activities involving substantive scholarly activities in their fields of teaching. SP status is sustained as outlined below.
  - Instructional Practitioners (IP) sustain currency and relevance through continued professional experience and engagement related to their professional backgrounds and experience. Normally, IP status is granted to newly hired faculty members who join the faculty with significant and substantive professional experience as outlined below. IP status is sustained as outlined below.
- Documenting faculty qualification status requires the school to demonstrate faculty members are either "Scholarly Academics," "Practice Academics," "Scholarly Practitioners" or "Instructional Practitioners". Those individuals who do not meet the criteria for these categories will be classified as "Other."
  - Total faculty resources - The aggregate or total faculty resources (SA, PA, SP, IP, and other) is the sum of all full and partial (based on a measure of percent-of-time devoted to the school's mission) assignments. For example, if a school has 12 faculty members who are 100 percent devoted to the mission and seven faculty members who are only 50 percent devoted to mission, total faculty resources equal 15.5.

### **Basis for Judgment**

The school must develop appropriate criteria consistent with its mission for the classification of faculty according to initial academic preparation, professional experience, ongoing scholarship, and ongoing professional engagement. The standard provides guidance only; each school should adapt this guidance to its particular situation and mission by developing and implementing criteria that indicate how the school is meeting the spirit and intent of the standard. The critical factor in determining whether faculty members bring current and relevant information is the alignment of their engagement activities with their primary teaching responsibilities and with the overall mission, expected outcomes and strategies of the school. Schools should develop specific policies to provide criteria by which qualifications status is granted and maintained. These criteria should address the following:

- The combinations of academic preparation and professional experience required of faculty at the time of hiring, as well as the types of academic and professional development activities required of faculty after they have been hired in order for them to sustain their qualification status.

- How it assigns priority and value to different continuing academic and professional engagement activities; how such assignments support its portfolio of SA, PA, SP, and IP faculty; and how this portfolio of faculty supports its mission, expected outcomes, and strategies.
- The qualitative standards it requires for various, specified development activities and illustrates the ways that it assures the quality of these activities.
- The depth, breadth, and sustainability of academic and professional engagement (linked to reasonable outcomes) that faculty members are expected to undertake within the typical five-year AACSB review cycle in order to maintain their qualification status.

These criteria may apply to the faculty resources as a whole or to segments of the faculty (e.g., by level of teaching responsibilities). Criteria for granting and for maintaining various qualifications for participating faculty who also hold significant administrative appointments (e.g., deans, associate deans, department head/chairs, or center directors) in the business school may reflect these important administrative roles.

- Normally, a doctoral degree emphasizing advanced foundational discipline-based research is appropriate initial academic preparation for SA and PA status, and there must be ongoing, sustained, and substantive academic and/or professional engagement activities supporting SA and PA status. Individuals with a graduate degree in law will be considered SA or PA for teaching business law and legal environment of business, subject to ongoing, sustained, and substantive academic and/or professional engagement activities demonstrating currency and relevance related to the teaching field.
- Individuals with a graduate degree in taxation or an appropriate combination of graduate degrees in law and accounting will be considered SA or PA to teach taxation subject to continued, sustained academic and professional engagement that demonstrates relevance and currency in the field of teaching.
- For SA and PA status, the less related faculty members' doctoral degrees are to their fields of teaching, the more they must demonstrate higher levels of sustained, substantive academic and/or professional engagement to support their currency and relevance in their fields of teaching and their contributions to other mission components. In such cases, the burden of proof is on the school to make its case for SA or PA status.
- If individuals have doctoral degrees that are less foundational disciplined-based research-oriented or if their highest degrees are not doctorates, then they must demonstrate higher levels of sustained, substantive academic and/or professional engagement activities to support their currency and relevance in their fields of teaching and their contributions to other mission components. The burden of proof is on the school to make its case for SA or PA status in such cases. AACSB expects that there will be only a limited number (normally not to exceed 10%) of cases in which individuals without doctoral degrees also have SA or PA status.
- Academic and professional engagement activities must be substantive and sustained at levels that support currency and relevance for the school's mission, expected outcomes, and strategies. Engagement can result from the work of a single faculty member, collaborations between and among multiple faculty, or collaborations between faculty and other scholars and/or practitioners.
- Normally, faculty members may undertake a variety of academic engagement activities consistent with the school's mission-linked research of business and management to support maintenance of SA status. A non-exhaustive list of academic engagement activities may include the following:
  - Scholarly activities leading to the production of scholarship outcomes as documented in Standard 2
  - Relevant, active editorships with academic journals or other business publications
  - Service on editorial boards or committees

- Validation of SA status through leadership positions, participation in recognized academic societies and associations, research awards, academic fellow status, invited presentations, etc.
- Normally, faculty may undertake a variety of professional engagement activities to interact with business and management practice to support maintenance of PA status. A non-exhaustive list of professional engagement activities may include the following:
  - Consulting activities that are material in terms of time and substance
  - Faculty internships
  - Development and presentation of executive education programs
  - Sustained professional work supporting qualified status
  - Significant participation in business professional associations
  - Practice-oriented intellectual contributions detailed in Standard 2
  - Relevant, active service on boards of directors
  - Documented continuing professional education experiences
  - Participation in professional events that focus on the practice of business, management, and related issues
  - Participation in other activities that place faculty in direct contact with business or other organizational leaders
- Normally, at the time that a school hires an IP or SP faculty member, that faculty member's professional experience is current, substantial in terms of duration and level of responsibility, and clearly linked to the field in which the person is expected to teach.
- The less related the faculty member's initial professional experience is to the field of teaching or the longer the time since the relevant experience occurred, the higher the expectation is for that faculty member to demonstrate sustained academic and/or professional engagement related to the field of teaching in order to maintain professional qualifications.
- Normally, IP and SP faculty members also have master's degrees in disciplines related to their fields of teaching. In limited cases, IP or SP status may be appropriate for individuals without master's degrees if the depth, duration, sophistication, and complexity of their professional experience at the time of hiring outweighs their lack of master's degree qualifications. In such cases, the burden of proof is on the school to make its case.
- For sustained SP status, a non-exhaustive list of academic and professional engagement activities may include the following:
  - Relevant scholarship outcomes as documented in Standard 2
  - Relevant, active editorships with academic, professional, or other business/management publications
  - Service on editorial boards or committees
  - Validation of SP status through leadership positions in recognized academic societies, research awards, academic fellow status, invited presentations, etc.
  - Development and presentation of continuing professional education activities or executive education programs
  - Substantive roles and participation in academic associations
- For sustained IP status, a non-exhaustive list of professional engagement activities and interactions may include the following:
  - Consulting activities that are material in terms of time and substance
  - Faculty internships
  - Development and presentation of executive education programs
  - Sustained professional work supporting IP status
  - Significant participation in business professional associations and societies
  - Relevant, active service on boards of directors
  - Documented continuing professional education experiences

- Documented professional certifications in the area of teaching
- Participation in professional events that focus on the practice of business, management, and related issues
- Participation in other activities that place faculty in direct contact with business and other organizational leaders
- The school's blend of SA, PA, SP, and IP faculty members in support of degree programs, locations, and disciplines and other mission components must result from a strategic choice and be consistent with the school's mission, expected outcomes, and strategies.
- Normally, at least 90 percent of faculty resources are Scholarly Academics (SA), Practice Academics (PA), Scholarly Practitioners (SP), or Instructional Practitioners (IP).
- Normally, at least 40 percent of faculty resources are Scholarly Academics (SA). Normally, at least 60 percent of faculty resources are Scholarly Academics (SA), Practice Academics (PA), or Scholarly Practitioners (SP).
- In the aggregate, qualifications in the school's portfolio of participating and supporting faculty members are sufficient to support high-quality performance in all activities in support of the school's mission, expected outcomes, and strategies.
- The school ensures students in all programs, disciplines, locations, and delivery modes are supported by high-quality learning experiences delivered or directed by an appropriate blend of qualified faculty that is strategically deployed and supported by an effective learning infrastructure. For example, schools with research doctoral and research master's degree programs are expected to have higher percentages of SA and PA faculty, maintain a strong focus on SA faculty, and place high emphasis on faculty who possess research doctoral degrees and who undertake scholarly activities to maintain SA status. Schools that emphasize practice-oriented degrees may have a more balanced approach to the distribution of SA, PA, SP, IP, and other faculty members, subject to the limitations in the stated guidance and criteria that place high emphasis on a balance of theory and practice.
- Qualified faculty are appropriately distributed across all programs, disciplines, locations, and delivery modes. The deployment of faculty resources is consistent with mission, expected outcomes, and strategies.
- During the initial implementation period (2013-2016), schools are expected to make progress toward adjusting the deployment of faculty across the four categories. At the end of the implementation period, schools should fully satisfy the standard.



# Base Budget Request

Fiscal Year 2016-2017

**Purpose of Form:** When base operating changes are requested for the new budget request year, the following information must be provided.

- Instructions:**
1. Cells with \$0.00 have formulas for automatic calculations.
  2. Enter the requested amount on the appropriate line below and check your figures for accuracy.
  3. Attach supporting documentation and indicate how the budget requests relate to the Strategic Plan.
  4. Completed forms should be returned to the appropriate Dean/Director for his/her submission to Cabinet.
  5. Dean/Director must prioritize their department requests in a list to be submitted to the Budget Office along with the budget requests, supporting documentation, and relation to the Strategic Plan.
  6. Completed forms are due to the Budget Office no later than October 30, 2015.

**Contact Person:** RHONDA GONZALES **Phone No.** 719-549-2361

**FY 2015-2016 Base Budget**

Department/Division LIBRARY SERVICES  
 Salaries \$727,599.00  
 Operating Expense \$645,593.00

Total: \$1,373,192.00

**Requested Changes**

EXPENDITURES	Fringe Rate	Salaries	*Fringe	Total	FTE
<b>1. Salaries</b>					
a. Faculty (5000)	30.21%	_____	0.00	0.00	_____
b. Adjunct (5011)	30.21%	_____	0.00	0.00	_____
c. Administrative Professional (5100)	30.21%	_____	0.00	0.00	_____
d. State Classified (5400)	34.06%	_____	0.00	0.00	_____
e. Graduate Assistants (5351)	3.50%	_____	0.00	0.00	_____
f. Non-Student Hourly (5581)	15.81%	_____	0.00	0.00	_____
g. Temporary Faculty/Staff (5541)	30.21%	_____	0.00	0.00	_____
h. Student Hourly (5611)	0.00%	_____	0.00	0.00	_____
<b>Total Salary and Fringe</b>		<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>0.00</u>

\*Fringe rates are subject to change

**2. Operating Expenses (6000-9999)**

Description: <u>Operating</u>	Account Number: <u>1310170-6200</u>	Amount: <u>\$15,630.00</u>	
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	

**Total Requested Changes:** \$0 \$0 \$15,630 0.00

FY 2016-2017 Request:	(Sum of prior year's base + Requested Changes)	<u>\$1,388,822.00</u>
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<b>FY 2016-2017 One-time Funds Request</b>	
Description: _____	Amount: _____

Please attach document(s) for justification of above expenditures and demonstrate how the budget requests relate to the Strategic Plan.

## Requested Changes Justification - Library

**Our request is for an addition of \$15,630 to our operating budget. This increase of 2.4% to our operating budget will allow us to maintain our current subscriptions to journals, databases, and other library related services.**

Library subscriptions have historically increased approximately 5% annually. EBSCO's annual Serials Price Projections for 2016, projects that the "overall effective publisher price increases for academic libraries" should be between 4% and 6%<sup>1</sup> in 2016. As you know, in past years we received cuts each year, while absorbing 5% (on average) cost increases for subscriptions and services. In response we cut back non-recurring costs for books and eliminated one-time purchases of journal backfiles or other digital collections that we used to be able to afford. In FY14, we also cut over 50 journal subscriptions with low usage.

Last year, FY16, we were very grateful to receive an increase of \$30,743 which allowed us to maintain all our subscriptions and provided us with a small cushion in our base budget. For this reason, we are requesting only \$15,630, a 2.4% increase to our operating budget for FY17.

Without this small budget increase this year, we would compensate by making additional journal cuts and purchasing fewer books.

**Our request supports the University's Strategic Plan Goal 1, *Excellent Academics*, specifically:**

**1.2. Attract and retain high quality, motivated faculty and staff who provide outstanding instruction, scholarship, and service.** – The library's physical and electronic collections as well as our services such as interlibrary loan support faculty research as well as teaching and learning.

**1.3. Provide sustainable, high quality, relevant academic programs that prepare students for professional and academic success.** – The library's physical and electronic collections, which are developed specifically in collaboration with departmental faculty to support the curriculum, play an important role in ensuring that academic programs are "high quality". Accredited programs, in particular, have to demonstrate adequate library resources. In addition, our educational services including both classroom instruction and individual consultations with students impact student learning and, ultimately, retention.

**Library Strategic Plan Goals<sup>2</sup> that support the University's goals above include:**

**2.5** The library builds and ensures access to unique materials, including digital collections.

**2.3** The library provides collections that incorporate resources in a variety of formats, accessible virtually and physically.

**1.2** Library faculty members collaborate with departmental faculty to embed information literacy learning outcomes into curricula, courses, and assignments.

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<sup>1</sup> <https://www.ebscohost.com/promoMaterials/EBSCOSerialsPriceProjectionReport2016.pdf>

<sup>2</sup> [http://library.csupueblo.edu/sitedocs/2014\\_Library\\_Strategic\\_Plan.pdf](http://library.csupueblo.edu/sitedocs/2014_Library_Strategic_Plan.pdf)

# Base Budget Request

Fiscal Year 2016-2017

**Purpose of** When base operating changes are requested for the new budget request year, the following information must be provided.

- Instructions:**
1. Cells with \$0.00 have formulas for automatic calculations.
  2. Enter the requested amount on the appropriate line below and check your figures for accuracy.
  3. Attach supporting documentation and indicate how the budget requests relate to the Strategic Plan.
  4. Completed forms should be returned to the appropriate Dean/Director for his/her submission to Cabinet.
  5. Dean/Director must prioritize their department requests in a list submitted to the Budget Office along with the budget requests, supporting documentation, and relation to the Strategic Plan.
  6. Completed forms are due to the Budget Office no later than October 30, 2015.

**Contact Person:** Chrissy Holliday **Phone No.** 719-549-2708

**FY 2015-2016 Base Budget**

Department/Division: Admissions & Enrollment Management

Salaries \$512,723.00  
 Operating Expense \$394,952.00

Total: \$907,675.00

**Requested Changes**

EXPENDITURES	Fringe Rate	Salaries	*Fringe	Total	FTE
<b>1. Salaries</b>					
a. Faculty (5000)	30.21%	_____	0.00	0.00	_____
b. Adjunct (5011)	30.21%	_____	0.00	0.00	_____
c. Administrative Professional (5100)	30.21%	_____	0.00	0.00	_____
d. State Classified (5400)	34.06%	_____	0.00	0.00	_____
e. Graduate Assistants (5351)	3.50%	_____	0.00	0.00	_____
f. Non-Student Hourly (5581)	15.81%	_____	0.00	0.00	_____
g. Temporary Faculty/Staff (5541)	30.21%	(28,512)	-8,613.48	-37,125.48	_____
h. Student Hourly (5611)	0.00%	_____	0.00	0.00	_____
<b>Total Salary and Fringe</b>		<u>(28,512)</u>	<u>(8,613)</u>	<u>(37,125)</u>	<u>0.00</u>

\*Fringe rates are subject to change

**2. Operating Expenses (6000-9999)**

Description: \_\_\_\_\_ Account Number: \_\_\_\_\_ Amount: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Total Requested Changes:** (28,512) (8,613) (37,125) 0.00

FY 2016-2017 Request:	(Sum of prior year's base + Requested Changes)	<u>\$879,163.00</u>	*see attachment
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<b>FY 2016-2017 One-time Funds Request</b>	Description: <u>N/A</u>	Amount: <u>\$0</u>	
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**Please attach document(s) for justification of above expenditures and demonstrate how the budget requests relate to the Strategic Plan.**  
 See attached explanation

## 2016-17 Budget Request Justification - Admissions

### Reduction in Budgeted Salary Funds

**5541-Temporary Administrative Professional Salary – Admissions Counselor - \$28,512**; this position was previously included as a stop-gap during a long-term hiring process. The position has been permanently filled, and there is no need for the additional temp funds at this time. All funds needed for the Admin Professional salaries within the Admissions office are included within Object Code 5111.

### Additional Funds Requested

No additional funds are requested for the Admissions salary or operating budgets this year, as the approved supplements last year should enable us to operate sufficiently within the current budget parameters.

However, the 2014-2015 budget showed a significant discrepancy between the budgeted and actual amounts, with a lot of unspent funds being returned to the general fund. Much of that was because of unfilled positions throughout the year, a decrease in travel due to the decrease in personnel, as well as other cost-savings measures within the department. However, for both 2015-2016 and 2016-2017, that same high level of savings is not expected, as positions are now filled, the office returns to its more robust travel levels, and some departmental operating funds are steered towards the Royall effort. While no new funds are requested, the department does request that its operating funding not be decreased, despite the lack of full expenditure in the previous budget year.

All operating funds are used for the core purposes of admissions and recruiting, which relate directly to these measures in the strategic plan:

#### **Outcome One: Enrollment (E)**

##### **Increase full-time equivalent (FTE) enrollment to 5100 in 2020**

**1.1.1. Measure** - Increase the percentage of first-time, full-time freshmen (FTFTF) with an index score above 100 from 49% in 2014 to 54% in 2020.

**3.2. 1. Measure:** By 2020, maintain or increase percentage of students enrolled from groups underrepresented in higher education from 47% in 2014 to 50% in 2020.

**4.5.1. Measure** – Increase the number of students living on campus from 815 in fall 2014 to 1200 in fall 2020.

The available budget allows us to support these strategic plan initiatives by undertaking the activities required to attract, recruit, and enroll students in a larger quantity, while expanding the number of students from geographic areas that will impact the on-campus residence numbers while improving both academic quality and presence of underrepresented groups. Everything from print and electronic publication design and delivery, to counselor travel and phone calls, will support these goals and measures.

The only request for a budgetary increase for admissions and recruiting-related expenses will come from the Visitor Center, which needs additional funds to support the student-staffed Call Center, which is integral to the success of our recruiting initiatives. **If a portion of the \$28,512 savings identified here, specifically \$18,000, could be used to supplement the base salary budget of the Visitor Center, the university would incur no additional cost, but the funds would be placed where they are most needed. When the \$28,512 overage was found for the 2015-2016 budget year, we moved this \$18,000 to the Visitor Center budget and are asking to make that reassignment permanent. Please see budget request from Tiffany Kingrey for additional details.**

# Base Budget Request

Fiscal Year 2016-2017

**Purpose of** When base operating changes are requested for the new budget request year, the following information must be provided.

- Instructions:**
1. Cells with \$0.00 have formulas for automatic calculations.
  2. Enter the requested amount on the appropriate line below and check your figures for accuracy.
  3. Attach supporting documentation and indicate how the budget requests relate to the Strategic Plan.
  4. Completed forms should be returned to the appropriate Dean/Director for his/her submission to Cabinet.
  5. Dean/Director must prioritize their department requests in a list submitted to the Budget Office along with the budget requests, supporting documentation, and relation to the Strategic Plan.
  6. Completed forms are due to the Budget Office no later than October 30, 2015.

**Contact Person:** Tracy Samora **Phone No.** 719-549-2858

**FY 2015-2016 Base Budget**

Department/Division	<u>Development and Alumni Relations</u>		
Salaries	<u>\$49,951.00</u>		
Operating Expense	<u>\$38,652.00</u>		
Total:		<u>\$88,603.00</u>	

**Requested Changes**

EXPENDITURES	Fringe Rate	Salaries	*Fringe	Total	FTE
<b>1. Salaries</b>					
a. Faculty (5000)	30.21%	_____	0.00	0.00	_____
b. Adjunct (5011)	30.21%	_____	0.00	0.00	_____
c. Administrative Professional (5100)	30.21%	_____	0.00	0.00	_____
d. State Classified (5400)	34.06%	_____	0.00	0.00	_____
e. Graduate Assistants (5351)	3.50%	_____	0.00	0.00	_____
f. Non-Student Hourly (5581)	15.81%	_____	0.00	0.00	_____
g. Temporary Faculty/Staff (5541)	30.21%	_____	0.00	0.00	_____
h. Student Hourly (5611)	0.00%	_____	0.00	0.00	_____
<b>Total Salary and Fringe</b>		<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>0.00</u>

\*Fringe rates are subject to change

**2. Operating Expenses (6000-9999)**

Description:	Account Number:	1310426	Amount:	
<u>Increased operating expenses for alumni outreach events and travel</u>		-		<u>\$10,000.00</u>
<u>Homecoming Outreach campaign</u>		-		<u>\$15,000.00</u>
_____		-		
_____		-		
<b>Total Requested Changes:</b>		<u>\$0</u>	<u>\$0</u>	<u>\$25,000</u>

FY 2016-2017 Request:	(Sum of prior year's base + Requested Changes)			
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<b>FY 2016-2017 One-time Funds Request</b>				
Description:			Amount:	

Please attach document(s) for justification of above expenditures and demonstrate how the budget requests relate to the Strategic Plan.



**FY16-17**

**Request for operating budget increase  
Office of Alumni Relations**

Submitted by Tracy Samora, Director of Alumni Relations  
October 16, 2015

***The Mission of the Office of Alumni Relations for  
Colorado State University – Pueblo is to enhance the relationship  
among our alumni, the University and our communities.***

Over the past 7 years, the Office of Alumni Relations has made significant strides in engaging alumni with their alma mater through increased awareness, sustained outreach, and successful events.

To illustrate:

- October 2015 included the largest Homecoming celebration ever. The list of activities included:
  - The Mass Communications 50<sup>th</sup> Anniversary celebration; attended by 300 alumni and community members.
  - An open house attended by 100 Pueblo City Schools' students hosted by the Engineering Department.
  - Alumni representation at the Friday evening pep rally held in Massari Arena.
  - For the first time ever, Marching Band/Music Department alumni were invited back to campus to perform with the ThunderWolves Marching Band; 20 alumni participated and performed throughout the day.
  - Forensics/Debate Team alumni participated in a public debate with the current Forensics Team members; over 70 students, family members, alumni and community members attended.
  - The Engineering Department hosted their 2<sup>nd</sup> annual Breakfast Open House and welcomed over 50 alumni.
  - Continued strong partnerships with the Athletics Department in support of their Hall of Fame activities and event.
  - The pre-game tailgate hosted nearly 300 alumni and Pack Football fans.
  - The first annual Track & Field and Cross County alumni event hosted 8 alumni who had the opportunity to meet the current head coach and student-athletes.
  - The CSU-Pueblo Alumni Association partnered with the Pueblo Symphony for their performance on Sunday afternoon and hosted a "champagne tailgate" prior to the performance. This was a very successful culmination to the weekend.
- In order to continue building and growing our Homecoming events, a direct mail campaign for the past two years, has proven to be quite successful (but costly). Additional operating support for the Office of Alumni Relations would assist with this expense and contribute to the growth of the event. Planning is already underway for Homecoming 2016!

- “We’re All Connected” monthly e-newsletter is sent to nearly 13,000 alumni each month.
  - In addition to the full e-newsletter each month, department-specific correspondence is also sent out as needed based on department requests.

Over 25 events are hosted by the Alumni Association throughout the year. These events include football tailgates (*both home and away*), the annual Alumni Night at CSU-Pueblo Basketball, Student to Alumni/Community Networking mixer, post-commencement reception, and CSU-Pueblo Night at the Colorado State Fair, just to name a few. Attendance at each event continues to grow.

- In addition to the events hosted by the Alumni Association, numerous departments and organizations on campus have begun hosting their own alumni events.
  - Participation in these events continues to grow and support from the Office of Alumni Relations is critical to the success of these outreach strategies.
    - These include:
      - Continuing building the Alumni Chapter for the Hasan School of Business
      - Continue building the Engineering Department’s Homecoming Breakfast and alumni outreach events.
      - Continued outreach with Forensics/Debate Team alumni
      - Music Department alumni outreach in support of their homecoming events and their upcoming “Monster Piano” concert scheduled November 7, 2015.
      - Automotive Industry Management alumni outreach (spring events)
      - The annual Associated Students’ Government Past Presidents/Vice Presidents Reception; and additional ASG alumni outreach.
      - Football Alumni Weekend (spring)
      - Track & Field and Cross County Alumni events
      - Establishing a Mass Communications Alumni Chapter

Additional growth in the Alumni Department has included:

- Through a partnership with the CSU-Pueblo Foundation, the Alumni Office coordinates the annual Alumni Development Stipend Award process. This process invites departments on campus to submit proposals to build their alumni involvement and engagement in their department. The Office of Alumni Relations coordinates this process and works directly with those departments that are awarded funds to implement their strategies and maintain their outreach and events.
  - FY15-16 recipients included:
    - Marching Band/Music Department – this award was specific to their homecoming event.
    - Forensics/Debate Team – this award was specific to their homecoming event.
    - Social Work – I will be working with them on outreach and an event in March 2016 for National Social Work Month.

- We continue to grow the Legacy Cord Program as part of commencement exercises. This cord is given to graduating seniors who have a parent or grandparent who graduated from the University. For the 2015 graduating class, we recognized 40 Legacy Cord recipients.
- The Office of Alumni Relations maintains an extremely close working relationship with the CSU-Pueblo Foundation and assists with donor prospecting and cultivation.
- The office also assists with the planning of the annual President's Club Donor Appreciation Cocktail Party (formerly the Soiree) and CSU-Pueblo President's Gala; in addition to coordinating the nominations and award process for the annual President's Medallion for Distinguished Alumni Achievement.

With the increased involvement and engagement of our alumni, additional operating support is crucial to building and maintaining these relationships.

Also, with the notoriety and increased visibility that comes with such a successful football program, now is the opportune time to engage our alumni outside of the state of Colorado.

During June 2015, I traveled with representatives from the Admissions Office to host conversion events in California for potential students and their parents, and we invited alumni to attend.

By far, the most successful event we hosted was in San Diego, having 5 alumni attend to reconnect with their alma mater and talk with potential students and their parents.

The financial investment in the office will definitely prove to be a successful return on investment because alumni involvement and engagement will lead to increased financial support from these individuals for programs, departments and their alma mater.

The Office of Alumni Relations has proven to be an effective arm in bridging relationships between alumni, the community and the institution.

Thank you for your time and consideration of this request.

Sincerely,

*Tracy*

Tracy Samora, A94  
Director of Alumni Relations



# Base Budget Request

Fiscal Year 2016-2017

**Purpose of Form:** When base operating changes are requested for the new budget request year, the following information must be provided.

- Instructions:**
1. Cells with \$0.00 have formulas for automatic calculations.
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  4. Completed forms should be returned to the appropriate Dean/Director for his/her submission to Cabinet.
  5. Dean/Director must prioritize their department requests in a list submitted to the Budget Office along with the budget requests, supporting documentation, and relation to the Strategic Plan.
  6. Completed forms are due to the Budget Office no later than October 30, 2015.

**Contact Person:** Paul Orscheln **Phone No.** 719-549-2997

**FY 2015-2016 Base Budget**

Department/Division AVP Enrollment Management  
 Salaries \$276,322.00  
 Operating Expense \$700,936.00

Total: \$977,258.00

**Requested Changes**

EXPENDITURES	Fringe Rate	Salaries	*Fringe	Total	FTE
<b>1. Salaries</b>					
a. Faculty (5000)	30.21%	_____	0.00	0.00	_____
b. Adjunct (5011)	30.21%	_____	0.00	0.00	_____
c. Administrative Professional (5100)	30.21%	_____	0.00	0.00	_____
d. State Classified (5400)	34.06%	_____	0.00	0.00	_____
e. Graduate Assistants (5351)	3.50%	_____	0.00	0.00	_____
f. Non-Student Hourly (5581)	15.81%	_____	0.00	0.00	_____
g. Temporary Faculty/Staff (5541)	30.21%	_____	0.00	0.00	_____
h. Student Hourly (5611)	0.00%	_____	0.00	0.00	_____
<b>Total Salary and Fringe</b>		<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>0.00</u>

\*Fringe rates are subject to change

**2. Operating Expenses (6000-9999)**

Description: _____	Account Number: _____	Amount: _____	
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	
<b>Total Requested Changes:</b>		<u>\$0</u>	<u>\$0</u>

FY 2016-2017 Request: (Sum of prior year's base + Requested Changes) \_\_\_\_\_

**FY 2016-2017 One-time Funds Request**  
 Description: \_\_\_\_\_ Amount: \_\_\_\_\_

Please attach document(s) for justification of above expenditures and demonstrate how the budget requests relate to the Strategic Plan.

# Base Budget Request

Fiscal Year 2016-2017

**Purpose of** When base operating changes are requested for the new budget request year, the following information must be provided.

- Instructions:**
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  5. Dean/Director must prioritize their department requests in a list submitted to the Budget Office along with the budget requests, supporting documentation, and relation to the Strategic Plan.
  6. Completed forms are due to the Budget Office no later than October 30, 2015.

**Contact Person:** Derek Lopez **Phone No.** 719-549-2535

**FY 2015-2016 Base Budget**

Department/Division	<u>Center for Academic Enrichment</u>
Salaries	<u>\$521,996.00</u>
Operating Expense	<u>\$45,682.00</u>
<b>Total:</b>	<u>\$567,678.00</u>

**Requested Changes**

EXPENDITURES	Fringe Rate	Salaries	*Fringe	Total	FTE
<b>1. Salaries</b>					
a. Faculty (5000)	30.21%	_____	0.00	0.00	_____
b. Adjunct (5011)	30.21%	_____	0.00	0.00	_____
c. Administrative Professional (5100)	30.21%	_____	0.00	0.00	_____
d. State Classified (5400)	34.06%	_____	0.00	0.00	_____
e. Graduate Assistants (5351)	3.50%	_____	0.00	0.00	_____
f. Non-Student Hourly (5581)	15.81%	_____	0.00	0.00	_____
g. Temporary Faculty/Staff (5541)	30.21%	_____	0.00	0.00	_____
h. Student Hourly (5611)	0.00%	_____	0.00	0.00	_____
<b>Total Salary and Fringe</b>		<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>0.00</u>

\*Fringe rates are subject to change

**2. Operating Expenses (6000-9999)**

Description: _____	Account Number: _____	Amount: _____	
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	
<b>Total Requested Changes:</b>		<u>\$0</u>	<u>\$0</u>

FY 2016-2017 Request:	(Sum of prior year's base + Requested Changes)	_____
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FY 2016-2017 One-time Funds Request	
Description: _____	Amount: _____

Please attach document(s) for justification of above expenditures and demonstrate how the budget requests relate to the Strategic Plan.

# Base Budget Request

Fiscal Year 2016-2017

**Purpose of Form:** When base operating changes are requested for the new budget request year, the following information must be provided.

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  5. Dean/Director must prioritize their department requests in a list submitted to the Budget Office along with the budget requests, supporting documentation, and relation to the Strategic Plan.
  6. Completed forms are due to the Budget Office no later than October 30, 2015.

**Contact Person:** Jennifer DeLuna

**Phone No.** 719-549-2658

**FY 2015-2016 Base Budget**

Department/Division Diversity & Inclusion  
 Salaries \$16,637.00  
 Operating Expense \$9,876.00

Total: \$26,513.00

**Requested Changes**

EXPENDITURES	Fringe Rate	Salaries	*Fringe	Total	FTE
<b>1. Salaries</b>					
a. Faculty (5000)	30.21%	_____	0.00	0.00	_____
b. Adjunct (5011)	30.21%	_____	0.00	0.00	_____
c. Administrative Professional (5100)	30.21%	<u>30,000</u>	9,063.00	39,063.00	<u>100.00</u>
d. State Classified (5400)	34.06%	_____	0.00	0.00	_____
e. Graduate Assistants (5351)	3.50%	_____	0.00	0.00	_____
f. Non-Student Hourly (5581)	15.81%	_____	0.00	0.00	_____
g. Temporary Faculty/Staff (5541)	30.21%	_____	0.00	0.00	_____
h. Student Hourly (5611)	0.00%	_____	0.00	0.00	_____
<b>Total Salary and Fringe</b>		<u>\$30,000</u>	<u>\$9,063</u>	<u>\$39,063</u>	<u>100.00</u>

\*Fringe rates are subject to change

**2. Operating Expenses (6000-9999)**

Description: We are need of little influx in our operating budg Account Number: \_\_\_\_\_ Amount: \$10,000.00  
in order to create to other cultural center spaces  
programming needs for those centers amd diversity  
training for faculty and staff.

**Total Requested Changes:** \$30,000 \$9,063 \$49,063 100.00

FY 2016-2017 Request:	(Sum of prior year's base + Requested Changes)	<u>\$75,576.00</u>
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<b>FY 2016-2017 One-time Funds Request</b>		
Description: <u>New computers d software updates for center</u>		Amount: <u>\$7,000</u>

Please attach document(s) for justification of above expenditures and demonstrate how the budget requests relate to the Strategic Plan.

**Office of Diversity & Inclusion**  
2200 Bonforte Blvd.  
OUC room 031  
Pueblo, CO 81001



## Memo: Program Coordinator Justification

Salary Amount or Range: 30,000  
Effective Date: June 1, 2015

The program coordinator is a full-time academic professional staff member in the Office of Diversity and Inclusion, a unit of Student Life, a department of the Student Services and Enrollment Management. Primary responsibilities include developing and coordinating programs and activities of the center, advising student organizations, and assisting in supervising student employees and volunteers. Programs of the center are primarily oriented toward college students, but also serve faculty-staff, alumni, and community members.

This unit has been experiencing growth in workload for the past three years and cannot continue effectively without this position. Also, with recent unfilled positions the Director of the Office of Diversity & Inclusion began assisting with conduct, policy creation, and Title XI and Title VI investigations. Additionally, the University Diversity Strategic Plan will need to be updated to align with the University Strategic Plan. This position would assist the Director with following up with Best Practices and getting this moved forward as a university particularly as our MSI and HIS status is increasing; which would require more purposeful programming with students of color and education across the campus community.

This position is critical in student advising and support programs to our campus and also very important to our cross-cultural diversity education, public engagement, and leadership development efforts. This position also aligns with our strategic plan which outlines an objective to enhance ethnic, racial, and cultural diversity across campus. This position will help the director work with departments to create recruitment plans to enhance these diverse populations. Lastly, it aligns with our strategic plan by helping to create more identity validating experiences for our students with such programs as a Black and Latino Male Summit and Multicultural Congratulatory Ceremony.

Funds for this position are included in the unit's state funds (E & G Account) and the Director of Diversity and Inclusion will request permission from President, Di Mare to seek additional funding for the position from the Student Fee Governing Board.

# Base Budget Request

Fiscal Year 2016-2017

**Purpose of** When base operating changes are requested for the new budget request year, the following information must be provided.

- Instructions:**
1. Cells with \$0.00 have formulas for automatic calculations.
  2. Enter the requested amount on the appropriate line below and check your figures for accuracy.
  3. Attach supporting documentation and indicate how the budget requests relate to the Strategic Plan.
  4. Completed forms should be returned to the appropriate Dean/Director for his/her submission to Cabinet.
  5. Dean/Director must prioritize their department requests in a list submitted to the Budget Office along with the budget requests, supporting documentation, and relation to the Strategic Plan.
  6. Completed forms are due to the Budget Office no later than October 30, 2015.

**Contact Person:** Cora Zaletel **Phone No.** 719-549-2576

**FY 2015-2016 Base Budget**

Department/Division Communication Services, Marketing, Commencement, Photography, Corporate Cup, State Fair

Salaries \$164,356.00  
 Operating Expense \$282,615.00

Total: \$446,971.00

**Requested Changes**

EXPENDITURES	Fringe Rate	Salaries	*Fringe	Total	FTE
<b>1. Salaries</b>					
a. Faculty (5000)	30.21%	_____	0.00	0.00	_____
b. Adjunct (5011)	30.21%	_____	0.00	0.00	_____
c. Administrative Professional (5100)	30.21%	<u>30,000</u>	9,063.00	39,063.00	<u>1.00</u>
d. State Classified (5400)	34.06%	_____	0.00	0.00	_____
e. Graduate Assistants (5351)	3.50%	_____	0.00	0.00	_____
f. Non-Student Hourly (5581)	15.81%	<u>14,000</u>	2,213.40	16,213.40	<u>0.50</u>
g. Temporary Faculty/Staff (5541)	30.21%	_____	0.00	0.00	_____
h. Student Hourly (5611)	0.00%	_____	0.00	0.00	_____
<b>Total Salary and Fringe</b>		<u>\$44,000</u>	<u>\$11,276</u>	<u>\$55,276</u>	<u>1.50</u>

\*Fringe rates are subject to change

**2. Operating Expenses (6000-9999)**

Description: \_\_\_\_\_ Account Number: \_\_\_\_\_ Amount: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Total Requested Changes:** \$44,000 \$11,276 \$55,276 1.50

FY 2016-2017 Request:	(Sum of prior year's base + Requested Changes)	<u>486,034/463,184</u>
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<b>FY 2016-2017 One-time Funds Request</b>	Amount: _____
Description: _____	

Please attach document(s) for justification of above expenditures and demonstrate how the budget requests relate to the Strategic Plan.

## **2016-17 Budget Request – External Affairs**

The only request for this budget season is to begin replacing a workforce that has been slowly eroded over the years. External Affairs lost a then vacant Web Communications position in budget cuts a few years back. When the Program Manager I position came open, I filled it with someone who had some marketing skills in order to cover the Web Communications loss, but that person is now essentially doing four jobs (commencement coordinator, office/budget manager, social/digital media, oh and marketing, for which she was hired). Niki Whitaker accepted the marketing specialist position with the understanding that the budget tasks would be eventually be eliminated. It has been more than two years, and I feel like I have broken a promise.

I am requesting either a full-time Admin Assistant with benefits, or at the least a part-time, non-student hourly who can perform budget and office management duties both for External Affairs and Alumni Relations offices. Alumni Relations Director Tracy Samora operates a robust office with the help of work study students, which is insane when you look at some of our peer institutions.

I had thought I could use cost savings to accomplish this part-time hiring last year when Copy Center Manager Dale Alber retired and I hired in Becky Armstrong at a lower salary. Since the position had been moved out of E & G to an auxiliary budget, that money was no longer a part of a base budget, but would have to be raised through revenue in the Copy Center.

The strategic plans seeks to achieve certain recruitment, retention, and graduation goals through four main focus areas: Excellent Academics, Affordable Education, Transformative Opportunities, and Supportive Student Life. The External Affairs Office has a significant role to play in these goals from the creation of recruitment pieces to coordination of the commencement ceremony. With the drastic increase of the use of social media and the onset of a new web site for the University, the potential for communication through these channels is vast and necessary. With current staffing, however, we barely have time to monitor social media traffic let alone establish a concerted plan of action that can complement the established recruitment and retention plans. We have no dedicated photographer or videographer, which has proven to be a detriment given the visual nature of the generation of students we are recruiting.

This request isn't the answer to these issues, but it's a start.

# Base Budget Request

## Fiscal Year 2016-2017

**Purpose of Form:** When base operating changes are requested for the new budget request year, the following information must be provided.

- Instructions:**
1. Cells with \$0.00 have formulas for automatic calculations.
  2. Enter the requested amount on the appropriate line below and check your figures for accuracy.
  3. Attach supporting documentation and indicate how the budget requests relate to the Strategic Plan.
  4. Completed forms should be returned to the appropriate Dean/Director for his/her submission to Cabinet.
  5. Dean/Director must prioritize their department requests in a list submitted to the Budget Office along with the budget requests, supporting documentation, and relation to the Strategic Plan.
  6. Completed forms are due to the Budget Office no later than October 30, 2015.

**Contact Person:** Annie Williams **Phone No.** 719-549-2116

**FY 2015-2016 Base Budget**

Department/Division Center for International Programs  
 Salaries \$197,266.00  
 Operating Expense \$140,445.00

Total: \$337,711.00

**Requested Changes**

EXPENDITURES	Fringe Rate	Salaries	*Fringe	Total	FTE
<b>1. Salaries</b>					
a. Faculty (5000)	30.21%	_____	0.00	0.00	_____
b. Adjunct (5011)	30.21%	_____	0.00	0.00	_____
c. Administrative Professional (5100)	30.21%	_____	0.00	0.00	_____
d. State Classified (5400)	34.06%	_____	0.00	0.00	_____
e. Graduate Assistants (5351)	3.50%	_____	0.00	0.00	_____
f. Non-Student Hourly (5581)	15.81%	_____	0.00	0.00	_____
g. Temporary Faculty/Staff (5541)	30.21%	_____	0.00	0.00	_____
h. Student Hourly (5611)	0.00%	_____	0.00	0.00	_____
<b>Total Salary and Fringe</b>		<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>0.00</u>

\*Fringe rates are subject to change

**2. Operating Expenses (6000-9999)**

Description:	Account Number:	Amount:
Professional Developme	1310146	\$10,000.00
Study Abroad Promo	1310146	\$5,000.00
<b>Total Requested Changes:</b>		<u>\$15,000</u>

FY 2016-2017 Request:	(Sum of prior year's base + Requested Changes)	<u>\$352,711.00</u>
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<b>FY 2016-2017 One-time Funds Request</b>		
Description: <u>rtuguese App. Printing</u>	Amount:	<u>\$2,500</u>

Please attach document(s) for justification of above expenditures and demonstrate how the budget requests relate to the Strategic Plan.

Base Budget Request 2016-2017

For the Center for International Programs (CIP)

Account Number 1310146

As per Colorado State University-Pueblo's 2015 - 2020 Strategic Plan –

**1.2. Objective Two – Attract and retain high quality, motivated faculty and staff who provide outstanding instruction, scholarship, and service.**

**1.2.3.C. Strategy: Enhance opportunities for faculty/staff development and engagement**

Consistent professional development, outside the university proper, is lacking for staff of the CIP. Viable conferences sponsored by higher education industry groups are held annually, yet funds to participate in such are always lacking. The request of an additional **\$10,000** would be used for this purpose. Potential conferences include those offered at the state, regional and national levels by NAFSA, WES, AACU, CCIE, AACRAO, etc. Although 10K will not cover all professional development opportunities presented throughout the year, it would assist participating staff regarding changes in federal laws, trends in successful recruitment practices, retention initiatives, and professional network prospects. This, in turn, would help to retain highly qualified individuals/staff who want nothing more than to see CSU-Pueblo's international education objectives met/surpassed.

**1.3. Objective Three – Provide sustainable, high quality, relevant academic programs that prepare students for professional and academic success.**

Study abroad is a large portion of the CIP's activities as sending students away to learn about other cultures and communities is a substantial benefit, and very relevant program, which prepares students for professional and academic success. In order to better promote study abroad/study away initiatives, funds are needed to develop a publication which will adequately inform students of this viable option. To date, home-grown materials are used, proving to be quite unsatisfactory in addressing the overall important components/tenets of the program. An amount of **\$2500** would cover the cost of producing a quality publication that can be used readily by the CIP staff and academic advisors and faculty who readily discuss this opportunity with their respective advisees.

Additionally, the study abroad fair is held twice annually on the CSU-Pueblo campus. Currently, no funding option is available to support this activity. Therefore, an amount of **\$2,500** is requested in support of purchasing promotional items, refreshments during formal arrangement meetings with students and parents, and the mailing of recruitment materials to partner schools so they may be apprised of changes on the CSU-Pueblo campus.



# Base Budget Request

## Fiscal Year 2016-2017

**Purpose of Form:** When base operating changes are requested for the new budget request year, the following information must be provided.

- Instructions:**
1. Cells with \$0.00 have formulas for automatic calculations.
  2. Enter the requested amount on the appropriate line below and check your figures for accuracy.
  3. Attach supporting documentation and indicate how the budget requests relate to the Strategic Plan.
  4. Completed forms should be returned to the appropriate Dean/Director for his/her submission to Cabinet.
  5. Dean/Director must prioritize their department requests in a list submitted to the Budget Office along with the budget requests, supporting documentation, and relation to the Strategic Plan.
  6. Completed forms are due to the Budget Office no later than October 30, 2015.

**Contact Person:** Marie Humphrey

**Phone No.** 719-549-2919

**FY 2015-2016 Base Budget**

Department/Division Office of the Dean  
 Salaries \$190,231.00  
 Operating Expense \$66,580.00

Total: \$256,811.00

**Requested Changes**

EXPENDITURES	Fringe Rate	Salaries	*Fringe	Total	FTE
<b>1. Salaries</b>					
a. Faculty (5000)	30.21%	_____	0.00	0.00	_____
b. Adjunct (5011)	30.21%	_____	0.00	0.00	_____
c. Administrative Professional (5100)	30.21%	40,000	12,084.00	52,084.00	1.00
d. State Classified (5400)	34.06%	_____	0.00	0.00	_____
e. Graduate Assistants (5351)	3.50%	_____	0.00	0.00	_____
f. Non-Student Hourly (5581)	15.81%	_____	0.00	0.00	_____
g. Temporary Faculty/Staff (5541)	30.21%	20,000	6,042.00	26,042.00	1.00
h. Student Hourly (5611)	0.00%	_____	0.00	0.00	_____
<b>Total Salary and Fringe</b>		<u>\$60,000</u>	<u>\$18,126</u>	<u>\$78,126</u>	<u>2.00</u>

\*Fringe rates are subject to change

**2. Operating Expenses (6000-9999)**

Description: <u>work study allocation increase</u>	Account Number: <u>1310480</u>	Amount: <u>\$6,000.00</u>	
<u>ADD back - Note takers</u>	<u>1310486</u>	<u>\$10,000.00</u>	
_____	_____	_____	
_____	_____	_____	
<b>Total Requested Changes:</b>		<u>\$60,000</u>	<u>\$18,126</u>

FY 2016-2017 Request:	(Sum of prior year's base + Requested Changes)	<u>\$417,517.00</u>
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<b>FY 2016-2017 One-time Funds Request</b>	
Description: _____	Amount: _____

**Please attach document(s) for justification of above expenditures and demonstrate how the budget requests relate to the Strategic Plan.**  
 Attached Rationale...

# RATIONALE FOR 2016-7 BUDGET REQUEST

## POSITIONS NEEDED:

These positions tie to the following in the Strategic Plan:

- Goal One: Excellence in Academics
- Goal Two: Affordable Education
- Goal Three: Transformative Opportunities
- Goal Four: Supportive Student Life:

I am requesting 2 professional positions:

### **1) Coordinator of Student Conduct and Community Standards**

This position was cut in October 2015. It is needed to adjudicate conduct cases. Currently, the Director of Residence Life and Housing and other staff members (including the Dean of Student Life) have been doing these responsibilities without any additional compensation.

Also, for compliance purposes this position is needed to assist with Clery Reporting, Title IX cases and other VAWA related cases.

This position also applies to the Strategic Plan through Goals 1, 3 and 4. By holding students accountable for their conduct and actions, we are transforming their opportunities for success in the classroom and outside. Student learning is maximized by this position through community expectations, experiences in leadership, residence life and housing, recreational center services, and counseling students. By having community standards and appropriate consequences, we will assist (s) students to become responsible, ethical citizens to make a difference in the world. I am requesting that this position be reinstated at a lower salary of \$40,000 along with benefits. The average Conduct Officer / Assistant Director of Conduct or Coordinator of Student Conduct salaries are \$38,000 to \$45,000.

### **2) A.) Administrative Assistant for the DRO**

This position will assist CSU-Pueblo with several areas of non-compliance regarding disabilities. This position would assist the Coordinator/Director with tracking, assessment, note-taking, and book processing for assistance for with accommodations inclusive of compliance analysis.

This DRO position applies all to the Strategic Plan – Goal 1, 2, 3 and 4. By having services available for students for note taking, testing, and accommodations is not only needed for academic success inside the classroom but also with the development of the whole student; where they are engaged citizen; have appropriate accommodations across the campus. Not having these accommodations, affects students academically, mentally, emotionally and socially. Having this position, will assist us with compliance with federal (ADA laws) regulations; but also to compete nationally with other schools and colleges regarding accommodations who provide these essential services to students with disabilities. This position is requested as non-student hourly /part-time temporary for 12 months until more funding is available.

## **B) Note-Takers**

Note-takers are needed to assist with compliance for students who need this service in their classes. Note-takers can be work-study positions. Work-study funding could be used to support obtaining note-takers; however the allocation would need to be increased for the Disability Resource Center. This position applies to Strategic Plan Goals 1, 2, 3, and 4.

If the work-study allocation cannot be increased then, the \$10,000 will need to be reinstated to the DRO budget that was removed last year. The \$10,000 could support student hourly for note-takers, or equipment for note-taking and software. It is estimated that note-takers would cost \$6800 to \$10,000. This funding is requested to support ADA requirements and federal compliance. This position applies to Goal 1, Goal 2, Goal 3, Goal 4 of the Strategic Plan; and more importantly development of the whole student.

### **FUNDING FOR POSITIONS:**

**1) The Coordinator or Assistant Director of Student Conduct position:** This position was cut but will need to be reinstated at a lower salary. Previous salary was \$65,000 plus benefits; I am requesting \$40,000 plus benefits. The reinstatement of this position at a lower salary would still save the university over \$25,000. Another option for this position is to be funded through Student Fees; but this request would also need to have President Di Mare's approval to be student fee funded. Also, the Student Fee Governing Board would have to approve it. If it was Student Fee Funded it would be taken from Student Life Initiatives line item.

**2) A. Administrative Assistant position:** To obtain an Administrative Assistant for the DRO (Non-student Hourly), funding could be used from the DRO budget, along with the Dean of Student Life - Student Hourly line item budget.

**B. Note-takers** – To obtain note-takers either additional work-study allocations would need be increased to support the cost or funding for student hourly positions of \$10,000 will need to be reinstated to this budget. Last year, the DRO budget used to be **\$50,000 instead of \$40,000**. A reinstatement of the \$10,000 would assist note-takers and the Administrative Assistant funding.

# Base Budget Request

Fiscal Year 2016-2017

**Purpose of** When base operating changes are requested for the new budget request year, the following information must be provided.

- Instructions:**
1. Cells with \$0.00 have formulas for automatic calculations.
  2. Enter the requested amount on the appropriate line below and check your figures for accuracy.
  3. Attach supporting documentation and indicate how the budget requests relate to the Strategic Plan.
  4. Completed forms should be returned to the appropriate Dean/Director for his/her submission to Cabinet.
  5. Dean/Director must prioritize their department requests in a list submitted to the Budget Office along with the budget requests, supporting documentation, and relation to the Strategic Plan.
  6. Completed forms are due to the Budget Office no later than October 30, 2015.

**Contact Person:** Amy Robertshaw **Phone No.** 719-549-2498

**FY 2015-2016 Base Budget**

Department/Division Office of the Registrar, Transcripts, Graduation	
Salaries	<u>\$480,488.00</u>
Operating Expense	<u>\$90,690.00</u>
Total:	<u>\$571,178.00</u>

**Requested Changes**

EXPENDITURES	Fringe Rate	Salaries	*Fringe	Total	FTE
<b>1. Salaries</b>					
a. Faculty (5000)	30.21%	_____	0.00	0.00	_____
b. Adjunct (5011)	30.21%	_____	0.00	0.00	_____
c. Administrative Professional (5100)	30.21%	_____	0.00	0.00	_____
d. State Classified (5400)	34.06%	_____	0.00	0.00	_____
e. Graduate Assistants (5351)	3.50%	_____	0.00	0.00	_____
f. Non-Student Hourly (5581)	15.81%	_____	0.00	0.00	_____
g. Temporary Faculty/Staff (5541)	30.21%	_____	0.00	0.00	_____
h. Student Hourly (5611)	0.00%	_____	0.00	0.00	_____
<b>Total Salary and Fringe</b>		<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>0.00</u>

\*Fringe rates are subject to change

**2. Operating Expenses (6000-9999)**

Description: _____	Account Number: _____	Amount: _____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Total Requested Changes:** \$0 \$0 \$0 0.00

FY 2016-2017 Request:	(Sum of prior year's base + Requested Changes)	_____
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<b>FY 2016-2017 One-time Funds Request</b>	
Description: <b>u.direct Standard Implementation Services Package</b>	Amount: <u>\$26,500</u>

Please attach document(s) for justification of above expenditures and demonstrate how the budget requests relate to the Strategic Plan.

**Office of the Registrar  
Base Budget Request  
FY 2016-2017**

The Office of the Registrar is requesting a one-time amount of \$26,500 to be added to our base budget for fiscal year 2016-2017. Recently Colorado State University-Pueblo was awarded the Title V grant. As part of this grant, the university is upgrading from DARS to u.achieve, and is purchasing u.direct. However, the grant did not fund the u.direct implementation package. The u.direct implementation package will allow College Source to install and configure the software, reducing the workload of CSU-Pueblo's IT department. The u.direct implementation package will also include a training program, which will teach the Registrar's Office how to build degree programs within the new software.

Strategic Plan:

Goal 2, Objective One – Provide academic advising, counseling, and tutoring services that support student success and graduation.

Strategy A: Improve advising through mechanisms such as providing individualized degree pathways for each student that complements the existing four year degree plans.

This strategy is directly tied to the purchase and implementation of u.direct. More specifically, u.direct is the software that will allow CSU-Pueblo to create interactive four year degree plans that define a clear path to graduation. With u.direct, students and advisors will be able to build personalized term-by-term academic plans, ensuring students stay on track to meet their educational goals.

# Base Budget Request

Fiscal Year 2016-2017

**Purpose of** When base operating changes are requested for the new budget request year, the following information must be provided.

- Instructions:**
1. Cells with \$0.00 have formulas for automatic calculations.
  2. Enter the requested amount on the appropriate line below and check your figures for accuracy.
  3. Attach supporting documentation and indicate how the budget requests relate to the Strategic Plan.
  4. Completed forms should be returned to the appropriate Dean/Director for his/her submission to Cabinet.
  5. Dean/Director must prioritize their department requests in a list submitted to the Budget Office along with the budget requests, supporting documentation, and relation to the Strategic Plan.
  6. Completed forms are due to the Budget Office no later than October 30, 2015.

**Contact Person:** Mike Manos **Phone No.** 719-549-2575

**FY 2015-2016 Base Budget**

Department/Division TRIO Program  
 Salaries \_\_\_\_\_  
 Operating Expense \$19,680.00  
 Total: \$19,680.00

**Requested Changes**

EXPENDITURES	Fringe Rate	Salaries	*Fringe	Total	FTE
<b>1. Salaries</b>					
a. Faculty (5000)	30.21%	_____	0.00	0.00	_____
b. Adjunct (5011)	30.21%	_____	0.00	0.00	_____
c. Administrative Professional (5100)	30.21%	_____	0.00	0.00	_____
d. State Classified (5400)	34.06%	_____	0.00	0.00	_____
e. Graduate Assistants (5351)	3.50%	_____	0.00	0.00	_____
f. Non-Student Hourly (5581)	15.81%	_____	0.00	0.00	_____
g. Temporary Faculty/Staff (5541)	30.21%	_____	0.00	0.00	_____
h. Student Hourly (5611)	0.00%	_____	0.00	0.00	_____
<b>Total Salary and Fringe</b>		<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>0.00</u>

\*Fringe rates are subject to change

**2. Operating Expenses (6000-9999)**

Description: \_\_\_\_\_ Account Number: \_\_\_\_\_ Amount: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Total Requested Changes:** \$0 \$0 \$0 0.00

FY 2016-2017 Request:	(Sum of prior year's base + Requested Changes)	\$19,680.00
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FY 2016-2017 One-time Funds Request	Description: _____	Amount: \$0
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Please attach document(s) for justification of above expenditures and demonstrate how the budget requests relate to the Strategic Plan.

# Base Budget Request

Fiscal Year 2016-2017

**Purpose of Form:** When base operating changes are requested for the new budget request year, the following information must be provided.

- Instructions:**
1. Cells with \$0.00 have formulas for automatic calculations.
  2. Enter the requested amount on the appropriate line below and check your figures for accuracy.
  3. Attach supporting documentation and indicate how the budget requests relate to the Strategic Plan.
  4. Completed forms should be returned to the appropriate Dean/Director for his/her submission to Cabinet.
  5. Dean/Director must prioritize their department requests in a list submitted to the Budget Office along with the budget requests, supporting documentation, and relation to the Strategic Plan.
  6. Completed forms are due to the Budget Office no later than October 30, 2015.

**Contact Person:** Tiffany Kingrey

**Phone No.** 719-549-2629

**FY 2015-2016 Base Budget**

Department/Division	Visitor Center
Salaries	\$55,608.00
Operating Expense	\$4,893.00
<b>Total:</b>	<b>\$60,501.00</b>

**Requested Changes**

EXPENDITURES	Fringe Rate	Salaries	*Fringe	Total	FTE
<b>1. Salaries</b>					
a. Faculty (5000)	30.21%		0.00	0.00	
b. Adjunct (5011)	30.21%		0.00	0.00	
c. Administrative Professional (5100)	30.21%		0.00	0.00	
d. State Classified (5400)	34.06%		0.00	0.00	
e. Graduate Assistants (5351)	3.50%		0.00	0.00	
f. Non-Student Hourly (5581)	15.81%		0.00	0.00	
g. Temporary Faculty/Staff (5541)	30.21%		0.00	0.00	
h. Student Hourly (5611)	0.00%	20,000	0.00	20,000.00	
<b>Total Salary and Fringe</b>		<b>\$20,000</b>	<b>\$0</b>	<b>\$20,000</b>	<b>0.00</b>

\*Fringe rates are subject to change

**2. Operating Expenses (6000-9999)**

Description: _____	Account Number: _____	Amount: _____
_____	_____	_____
_____	_____	_____
_____	_____	_____

<b>Total Requested Changes:</b>	\$20,000	\$0	\$20,000	0.00
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FY 2016-2017 Request:	(Sum of prior year's base + Requested Changes)	\$80,501.00
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<b>FY 2016-2017 One-time Funds Request</b>	
Description: T-shirts and folders to give to visiting prospective students for FY17, FY18, and FY 19 (partial year; folders only).	Amount: \$7,000

**Please attach document(s) for justification of above expenditures and demonstrate how the budget requests relate to the Strategic Plan.**

## Justification for FY16-17 Budget Increase Request

*Visitor Center-1310470*

This request for a budget increase and one-time funds supports Objective 1.1 in the Strategic Plan—Attract and Retain Quality students. The student hourly funds requested are necessary to maintain the current operations of the Visitor Center, which plays a key role in recruitment. Included below is a more detailed explanation of the funds requested:

### **Salaries**

#### ***5611-Student Hourly***

An increase of \$20,000 is requested to cover additional student hourly expenses. In previous years, the majority of this increase (\$14,400) was provided by the Marketing Task Force and the Vice President for Student Services and Enrollment Management. The additional \$14,400 paid for approximately 1,694 additional hours and allowed the Visitor Center to complete two critical tasks:

- *Data entry*-entering information received from prospective students from college fairs, high school visits, and other recruitment events. It is pertinent that this information be entered into the recruitment database as quickly as possible to ensure timely communication with the prospective students. The increased interest in CSU-Pueblo has resulted in an increase in the number of cards submitted. Additionally, some of the student positions that were once dedicated to this task were switched to application processing support to expedite the processing of applications.
- *Calling projects*-As part of a new, more robust communication flow, calls are made to prospective students to, gauge interest in the University, procure missing information, remind the students of upcoming deadlines, and to provide a point of contact with the students.

The additional \$5,600 requested will cover student hourly expenses incurred due to an increase in visit days and group visitors, as well as an increased focus on training for the Student Ambassadors:

- *Training*- While the Student Ambassadors have always had training, it has been evident over the last several years that additional training is necessary to maintain a high-quality service experience for both campus visitors and University stakeholders. This additional training takes about 10 hours for each student employee, resulting in an additional annual cost of \$2,550.
- *Visit Days*-The number of Discover Days was increased from two to four to allow more opportunities for students to visit campus. This results in an annual cost increase of \$3,050.



For FY16, Chrissy Holliday was able to identify \$18,000 in the admissions budget (1310494) to transfer to the Visitor Center. These funds will continue to be unencumbered in the admissions budget, and Chrissy is agreeable to a permanent transfer of those funds to the Visitor Center budget.

The Visitor Center experienced a 10% increase in visitors in 2015. As of October 4, visits are up an additional 29% over last year's numbers, so the expectation is that this upward trend will continue.

**One-time expenses:**

A one-time expenditure of \$7,000 would allow for the purchase of folders and T-shirts to distribute to visiting prospective students for both FY17 and FY18. The folders will likely also supply half of FY19. Buying these items in bulk results in significant savings for the University. These items were previously purchased for the Visitor Center by the Marketing Task Force, the Vice President for Student Services and Enrollment Management, and Admissions.

**Operating:**

No requests for additional funds were made to operating; however, the current amount is necessary. While not all of the allocated funds were used in FY15, no surplus is expected in FY16 or FY17.

# Base Budget Request

## Fiscal Year 2016-2017

**Purpose of** When base operating changes are requested for the new budget request year, the following information must be provided.

- Instructions:**
1. Cells with \$0.00 have formulas for automatic calculations.
  2. Enter the requested amount on the appropriate line below and check your figures for accuracy.
  3. Attach supporting documentation and indicate how the budget requests relate to the Strategic Plan.
  4. Completed forms should be returned to the appropriate Dean/Director for his/her submission to Cabinet.
  5. Dean/Director must prioritize their department requests in a list submitted to the Budget Office along with the budget requests, supporting documentation, and relation to the Strategic Plan.
  6. Completed forms are due to the Budget Office no later than October 30, 2015.

**Contact Person:** Sean McGivney \_\_\_\_\_ **Phone No.** 719-549-2523 \_\_\_\_\_

**FY 2015-2016 Base Budget**

Department/Division Financial Aid  
 Salaries \$545,077.00  
 Operating Expense \$3,331,752.00

Total: \$3,876,829.00

**Requested Changes**

**EXPENDITURES**

**1. Salaries**

	Fringe Rate	Salaries	*Fringe	Total	FTE
a. Faculty (5000)	30.21%	_____	0.00	0.00	_____
b. Adjunct (5011)	30.21%	_____	0.00	0.00	_____
c. Administrative Professional (5100)	30.21%	_____	0.00	0.00	_____
d. State Classified (5400)	34.06%	_____	0.00	0.00	_____
e. Graduate Assistants (5351)	3.50%	_____	0.00	0.00	_____
f. Non-Student Hourly (5581)	15.81%	_____	0.00	0.00	_____
g. Temporary Faculty/Staff (5541)	30.21%	_____	0.00	0.00	_____
h. Student Hourly (5611)	0.00%	_____	0.00	0.00	_____
<b>Total Salary and Fringe</b>		<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>0.00</u>

\*Fringe rates are subject to change

**2. Operating Expenses (6000-9999)**

Description: _____	Account Number: _____	Amount: _____	
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	

**Total Requested Changes:** \$0 \$0 \$0 0.00

FY 2016-2017 Request: \_\_\_\_\_ (Sum of prior year's base + Requested Changes)

**FY 2016-2017 One-time Funds Request**  
 Description: \_\_\_\_\_ Amount: \_\_\_\_\_

Please attach document(s) for justification of above expenditures and demonstrate how the budget requests relate to the Strategic Plan.

# Base Budget Request

Fiscal Year 2016-2017

**Purpose of Form:** When base operating changes are requested for the new budget request year, the following information must be provided.

- Instructions:**
1. Cells with \$0.00 have formulas for automatic calculations.
  2. Enter the requested amount on the appropriate line below and check your figures for accuracy.
  3. Attach supporting documentation.
  4. Completed forms should be returned to the appropriate Dean/Director for his/her submission to Cabinet.

**Contact Person:** Robert Gonzales **Phone No.** 719-549-2943

**FY 2015-2016 Base Budget**

Department/Division	<u>Business Financial Services</u>
Salaries	<u>\$455,786.00</u>
Operating Expense	<u>\$87,742.00</u>
Total:	<u>\$543,528.00</u>

**Requested Changes**

EXPENDITURES	Fringe Rate	Salaries	*Fringe	Total	FTE
<b>1. Salaries</b>					
a. Faculty (5000)	30.21%	_____	0.00	0.00	_____
b. Adjunct (5011)	30.21%	_____	0.00	0.00	_____
c. Administrative Professional (5100)	30.21%	0	0.00	0.00	1.00
d. State Classified (5400)	34.06%	_____	0.00	0.00	_____
e. Graduate Assistants (5351)	3.50%	_____	0.00	0.00	_____
f. Non-Student Hourly (5581)	15.81%	_____	0.00	0.00	_____
g. Temporary Faculty/Staff (5541)	30.21%	_____	0.00	0.00	_____
h. Student Hourly (5611)	0.00%	_____	0.00	0.00	_____
<b>Total Salary and Fringe</b>		<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>1.00</u>

\*Fringe rates are subject to change

**2. Operating Expenses (6000-9999)**

Description: As we turn accounts over to third party collections agencies, their fee for each student is charged to my budget. Since we have increased our collections efforts so has this cost increased, thus putting me over budget.

Amount: \$20,000.00

**Total Requested Changes:** \$0 \$0 \$20,000 1.00

FY 2016-2017 Request:	(Sum of prior year's base + Requested Changes)				
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<b>FY 2016-2017 One-time Funds Request</b>					
Description:	_____		Amount:	_____	

**Please attach document(s) for justification of above expenditures.**

**Base Budget Request  
Fiscal Year 2016-2017**

**Purpose of Form:** When base operating changes are requested for the new budget request year, the following information must be provided.

- Instructions:**
1. Cells with \$0.00 have formulas for automatic calculations.
  2. Enter the requested amount on the appropriate line below and check your figures for accuracy.
  3. Attach supporting documentation and indicate how the budget requests relate to the Strategic Plan.
  4. Completed forms should be returned to the appropriate Dean/Director for his/her submission to Cabinet.
  5. Dean/Director must prioritize their department requests in a list submitted to the Budget Office along with the budget requests, supporting documentation, and relation to the Strategic Plan.
  6. Completed forms are due to the Budget Office no later than October 30, 2015.

**Contact Person:** Karl Spiecker **Phone No.** 719-549-2314

**FY 2015-2016 Base Budget**

Department/Division Operations of Plant & Maintenance  
Salaries \$2,373,048  
Operating Expense \$4,823,854

**Total:** **\$7,196,902**

**Requested Changes**

<b>EXPENDITURES</b>	<b>Fringe Rate</b>	<b>Salaries</b>	<b>*Fringe</b>	<b>Total</b>	<b>FTE</b>
<b>I. Salaries</b>					
a. Faculty (5000)	30.21%		0.00	0.00	
b. Adjunct (5011)	30.21%		0.00	0.00	
c. Administrative Professional (5100)	30.21%	55,000	16,615.50	71,615.50	1.00
d. State Classified (5400)	34.06%	268,000	91,280.80	359,280.80	10.00
e. Graduate Assistants (5351)	3.50%		0.00	0.00	
f. Non-Student Hourly (5581)	15.81%		0.00	0.00	
g. Temporary Faculty/Staff (5541)	30.21%		0.00	0.00	
h. Student Hourly (5611)	0.00%		0.00	0.00	
<b>Total Salary and Fringe</b>		<u>\$323,000</u>	<u>\$107,896</u>	<u>\$430,896</u>	<u>11.00</u>

\*Fringe rates are subject to change

**2. Operating Expenses (6000-9999)**

Description:	Account Number:	Amount:
University Utility Increase	1310-620	\$150,000.00
Grounds Equipment Replacement	1310-607	\$100,000.00
Campus Emergency Repairs	1310-605	\$150,000.00
Repair & Replacement Funds	1310-605	\$250,000.00
<b>Total Requested Changes:</b>		<u>\$1,080,896</u>

FY 2016-2017 Request: (Sum of prior year's base + Requested Changes)

**FY 2016-2017 One-time Funds Request**  
Description: \_\_\_\_\_ Amount: \_\_\_\_\_

Please attach document(s) for justification of above expenditures and demonstrate how the budget requests relate to the Strategic Plan.

# Facilities Management

## FY16-17 Budget Request

For most colleges and universities, facilities are not just about providing a physical environment for the programmatic need. The physical campus is a large part of the fundamental nature of the institution, embedded in its image for faculty, students, and alumni, and also for the communities and region of which they are located. University facilities are playing a more significant role in the success that the university has of increasing student enrollment and retention. With decreasing state support as well as the ever changing instructional needs, continual improvements of facilities are necessary to ensure the success of a university.

At Colorado State University - Pueblo, the role of the Facilities Management Department is to maintain and enhance the quality of the physical facilities and provide an innovative, safe, clean and attractive environment in a responsive, service oriented and effective manner while promoting the mission and goal of the University. This includes providing building maintenance, grounds maintenance, custodial maintenance, mail & warehouse, project management, campus security, environmental health & safety, and utilities.

APPA (the Association of Physical Plant Administrators) is the largest international association of educational Facilities Management departments. This is the Facilities Management division associated with NACUBO (National Association of Colleges and Business Officers). Each year, APPA conducts an extensive survey gathering data from across the country regarding Facilities Management expenditures on a college campus. CSU-Pueblo is a member of APPA and participates in the survey each year.

The most effective means by which to compare University Facilities Management Departments is by \$ / SF (dollars per square foot) per year except for Grounds Department which is \$ / acre (dollars per acre). The following chart compares the current \$ / SF (dollars per square foot) for Colorado State University - Pueblo to the national average as reported (by close to 300 Universities) to APPA for FY14-15 (This includes both Compensation Costs and Operating Expenses):

	CSU-Pueblo	Other Universities
Facilities Administration (\$/SF)	\$ 0.30	\$ 0.55
Custodial (\$/SF)	\$ 0.78	\$ 1.43
Maintenance (\$/SF)	\$ 0.93	\$ 1.72
Utilities (\$/SF)	\$ 2.17	\$ 2.46
Grounds (\$/acre)	\$2,616	\$5,497

APPA does not gather data for Campus Security, but IFMA (International Facilities Management Association) does. For Universities, the average cost per square foot as compared to Colorado State University - Pueblo is:

	CSU-Pueblo	Other Universities
Campus Security (\$/SF)	\$ 0.69	\$ 0.80

The Facilities Management Budget Requests are stated below and broken into two groups. The first priority list includes new campus funding needs that will be necessary at the start of the fiscal year (July 2016). The second priority list includes funding needs that exist currently in the Facilities Management Department.

### New Campus Funding Needs

- Overall Campus Utility Budget Increase (approximately \$150,000)  
 In order to account for the unpredictable increases in utility rates, increasing the overall utility budget each year is necessary. Yearly budget increases are generally 3% to 5% of the total yearly utility budget. This is generally in the magnitude of \$100,000 to \$150,000.
- Two (2) New Custodian / FTEs (approximate cost \$50,000)  
 The primary function of the custodial service department is the internal appearance of the campus. An aesthetically pleasing and clean environment is vital to the image of the institution and is noticed by all that visit the campus. For custodial services, there is a direct correlation between the available amount of resources and the appearance of the facilities. With the recent opening of the General Classroom Building and the soon to open Soccer/Lacrosse Complex, two (2) new Custodial FTEs are necessary to provide adequate custodial services. Due to funding constraints in FY14-15, two new custodial positions were preliminarily budgeted but in the final budget were not included. Currently temporary staff are completing the duties in the General Classroom Building. Attempting to complete the custodial duties with existing staff would not be possible without significant reduction of custodial services to the remainder of campus.
- One (1) New General Laborer FTE (approximate cost \$30,000)  
 In an effort to provide a more secure campus, Colorado State University - Pueblo is currently in the middle of a State-funded Controlled Maintenance project to provide exterior electronic locks to all campus buildings. The project is to be completed during the summer. To manage the card access control system, to prepare the access cards, and to maintain the locking mechanisms one (1) additional General Laborer FTE will be necessary. Without this position and with the current staffing levels, keeping up with the electronic lock maintenance needs and the card access programming for the campus will be extremely difficult.

- Two (2) New General Laborer FTEs in Auxiliary Services (approximately \$30,000)  
When Crestone, Culebra, and Greenhorn were constructed, two (2) new General Laborer I positions were to be created that were to be dedicated to completing Auxiliary Services (Occhiato University Center, Belmont Hall, Crestone Hall, Culebra Hall, and Greenhorn Hall) work requests. The Facilities Department normal operating hours are 8:00 AM to 5:00PM, Monday thru Friday while the Auxiliary Services facilities operate 24 hours a day, 7 days a week. Currently, Facilities Maintenance staff are called upon 24/7 to respond as needed. With Classified Staff, overtime callbacks cannot be mandated, so the callback response is generally by a few dedicated individuals. This can occur multiple times during the week and weekends. The new positions would provide more efficient responses and improved customer service.

### Existing Funding Needs

- One (1) Environmental, Health & Safety (EH&S) Officer FTE (approximate cost \$55,000)  
The Environmental, Health and Safety (EH&S) Officers role is to protect the students, faculty and the environment from potential hazardous biological, chemical and radiological materials. Currently, Colorado State University - Pueblo does not have an Environmental, Health and Safety Officer. Continuing to operate without the position can send a negative impression that the University does not consider workplace safety as a high priority. Filling the position would reiterate the importance of workplace safety to the campus community as well as potential students. The EH&S Officer will also increase safety awareness, provide training, and reduce Worker's Compensation claims.
- One (1) Grounds Lead (Groundskeeper II) (approximately \$3000)  
In August 2011, the Facilities Management team lost a valuable member when the Custodial and Grounds Supervisor (LTC Operations I) became vacated. With this vacant position, the University lost not only the Custodial Department Supervisor but also lost the Grounds Department Supervisor. In the meantime, the Groundskeeper II position has been assisting the Assistant Director of Facilities (Rick DeHererra) in supervising the Grounds Department. State Classified rules state that a Department Lead cannot supervise but a Department Supervisor may. By upgrading the Grounds Lead (Groundskeeper II) position to a Grounds Supervisor (Grounds III) position, the problem is eliminated.
- Three (3) New Groundskeeper I FTEs (approximately \$80,000)  
With the recent University budget cuts, three Groundkeeper I positions were abolished creating reduced man power in the Grounds Department. Campus mowing schedules were adjusted to increase time between each mowing, but the changes went mostly unnoticed. The largest impact from the reduced staffing levels have resulted in the increased deferred maintenance needs relating to the campus irrigation systems and decreased labor in managing growth of unwanted plants. The labor reduction also negatively impacts the rate at which snow removal is completed in the campus roadways, parking lots and walkways.

- One (1) New Facilities Department Admin. Assistant FTE (approximately \$30,000)*  
 In 2011, Facilities Management had a 0.5 Administrative Assistant FTE shared with Purchasing. When the new Residence Halls were completed, the decision was to move the current FTE to Purchasing Department and create a new full-time FTE in the Facilities Department. The position was created but was never filled and was abolished during the budget cuts. The position would be responsible for maintaining the CMMS (Computerized Maintenance Management System). This computer program creates and tracks the necessary data for the work orders generated on campus. Without this position, the full capabilities of the CMMS cannot be utilized and the ability to track equipment needs prior to failure are not fully being fully applied. This position would also assist in answering phones for the Facilities Department and managing the front office.
- Create Eight (8) Custodial FTEs using Current Temporary Custodial Funding*  
 Currently, the Custodial Department is utilizing eight (8) temporary employees to complete necessary custodial duties. Being able hire the eight full-time positions would allow the Facilities Department to appropriately train the individuals and provide consistent, improved services across campus by reducing employee turnover. The cost of a temporary custodial position is very close to that of a full-time custodial position. Making these permanent FTEs would improve employee morale and improve customer support with minimal increased costs.
- Grounds Department Equipment Replacement (approximately \$100,000)*  
 Facilities Management does not currently have a funding mechanism dedicated to equipment replacement. Each year, purchasing equipment needs are delayed until the end of the fiscal year. For the past few years, Facilities Management has not had the funds to replace the equipment and the need is starting to increase. Deteriorating equipment needs include replacement of the only street sweeper, lawn mowers, turf equipment and custodial floor care equipment. Funding is also necessary to purchase new equipment when the need arises such as a JLG man lift to maintain building exteriors. The purchase of the new equipment can often offset equipment repair, equipment rentals, or outside contractors to complete the work.
- Campus Emergency Repairs (approximately \$150,000)*  
 With the budget difficulties the University is experiencing, emergency fund accounts are nearly non-existent. These accounts are generally used for University-wide emergencies of all different types - including emergency building and infrastructure failures. With the Facilities Management budget reductions over the past few years, determining how to financially prepare to pay for these emergencies is becoming increasingly more difficult. In order to ensure funds are available when an emergency occurs, other campus maintenance repairs that provide less of a present threat are being delayed or are not being completed. Providing initial funds for a potential emergency would allow for the redirection of necessary maintenance items that do not pose as an immediate threat at the present but could be in the future.



- Yearly Repair and Replacement Funds (approximately \$250,000)  
Creating University Repair & Replacement accounts are as necessary as creating accounts for emergency building and infrastructure repairs. Typical University Repair & Replacement accounts would fund larger project cost items that are beyond the scope of the Facilities Management budget, but are necessary. State funding may be available through the yearly Controlled Maintenance Requests and by Emergency State Funds, but if the project need does not meet the necessary requirements or the timeline is accelerated, funds need to be available. Projects that fit this requirement are the replacement of the turf fields, replacement of individual building boilers and HVAC units, or replacement of an electrical transformer. If failure of one of these items occur when funding is not available, major programmatic adjustments may be required.

Student enrollment and retention are impacted by the physical resources and instructional needs the University offers as well as campus amenities which provide social, recreational and athletic activities. By providing a safe, clean, functional and aesthetically pleasing work environment which allows the necessary flexibility of the constantly changing instructional requirements, students will be more willing to attend Colorado State University - Pueblo and will be provided with the proper means necessary to be successful in their educational needs while enjoying amenities that the University provides. Funding of the above stated Facility Management budgetary requests will increase the probability of success.

Thank you,

Colorado State University - Pueblo Facilities Management Department

# Base Budget Request

## Fiscal Year 2016-2017

**Purpose of Form:** When base operating changes are requested for the new budget request year, the following information must be provided.

- Instructions:**
1. Cells with \$0.00 have formulas for automatic calculations.
  2. Enter the requested amount on the appropriate line below and check your figures for accuracy.
  3. Attach supporting documentation and indicate how the budget requests relate to the Strategic Plan.
  4. Completed forms should be returned to the appropriate Dean/Director for his/her submission to Cabinet.
  5. Dean/Director must prioritize their department requests in a list submitted to the Budget Office along with the budget requests, supporting documentation, and relation to the Strategic Plan.
  6. Completed forms are due to the Budget Office no later than October 30, 2015.

**Contact Person:** Karl Spiecker **Phone No.** 719-549-2256

**FY 2015-2016 Base Budget**

Department/Division Human Resources  
 Salaries \$219,618.00  
 Operating Expense \$32,129.00  
  
 Total: \$251,747.00

**Requested Changes**

EXPENDITURES	Fringe Rate	Salaries	*Fringe	Total	FTE
<b>1. Salaries</b>					
a. Faculty (5000)	30.21%	_____	0.00	0.00	_____
b. Adjunct (5011)	30.21%	_____	0.00	0.00	_____
c. Administrative Professional (5100)	30.21%	<u>2,754</u>	831.98	3,585.98	_____
d. State Classified (5400)	34.06%	_____	0.00	0.00	_____
e. Graduate Assistants (5351)	3.50%	_____	0.00	0.00	_____
f. Non-Student Hourly (5581)	15.81%	_____	0.00	0.00	_____
g. Temporary Faculty/Staff (5541)	30.21%	_____	0.00	0.00	_____
h. Student Hourly (5611)	0.00%	_____	0.00	0.00	_____
<b>Total Salary and Fringe</b>		<u>\$2,754</u>	<u>\$832</u>	<u>\$3,586</u>	<u>0.00</u>
<b>*Fringe rates are subject to change</b>					
<b>2. Operating Expenses (6000-9999)</b>					
Description:	Background checks		Amount:	<u>\$4,500.00</u>	
	CUPA membership & survey information			<u>\$3,670.00</u>	
	Compliance information & staff training			<u>\$2,850.00</u>	
	Retirement plans legal compliance			<u>\$3,300.00</u>	
	<b>Total Requested Changes:</b>			<u>\$17,906</u>	<u>0.00</u>

FY 2016-2017 Request for year's base + Requested Changes)	<u>\$269,653.00</u>
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FY 2016-2017 One-time Funds Request	
Description: _____	Amount: _____

**Please attach document(s) for justification of above expenditures.**

## **Explanation of the changes to the Human Resources Department base budget for 2016-2017**

The Human Resources Department provides support to the entire campus community through the administration of recruiting and selection procedures, benefits administration, policy administration, consultation and other services. In the last two years operating expenditures have risen as a consequence of initiatives undertaken by the University and other necessary but not budgeted expenses. The level of activity and expenditure has risen, but the operating budget has not kept pace with actual changes in practice. The operating budget for the last 2 years has been approximately \$24,490. The actual costs attributed to the Human Resources Department in 2013-2014 was \$55,146. The actual year to date operating costs for 2014-2015, half way through the year, were approximately \$31,337. For the rest of 2014-2015 expenses over the operating budget were paid out of sources other than the HR Department budget. Clearly, the budgeted figure for the Human Resources operating budget is not in line with actual essential expenses. A significant part of the increase in operating costs over the last few years has come from legal expenses and background checks, but underlying operating expenses also continue to grow as well.

- 1) Several years ago the University made a decision to begin doing background checks on new employees. While there was some discussion of providing a budget for background checks, that was never done. The number of background checks continues to grow. The growth is due to higher staff turnover and expansion of the program to address temporary staff, volunteers and some student workers. The price of each background check has increased as well.

The HR Department has been working with Athletics and other departments to pay for those out of fees generated by those programs or grant funds as appropriate. This has served to mitigate the HR Department's budget problems that arise from this source, however, since no budget was ever designated for background checks the budget problem still needs to be addressed for all other background checking.

I have added \$4,500 to the 2016-2017 budget for background checks. This is by necessity an estimate because we cannot know what staff turnover levels will be in 2016-2017. That assumes that approximately 90 background checks will be done, excluding those done for Athletics, Student Recreation and Upward Bound. If we include the background checks for Athletics, Student Recreation and Upward Bound the budget would need to be approximately \$8,000.

The advantage of charging Athletics, Student Recreation, Upward Bound background checks is that the costs of the background checks could come out of the fees collected for the supported activities or grant funds, as appropriate. We could continue to refine the charge back system over the next few years in order to recognize costs where they arise.

- 2) The University undertook a compensation study which relies substantially on CUPA salary survey data. In order to access CUPA data, the University reinstated its membership in CUPA and

purchased access to the salary survey data. In the first year of the project the cost of the CUPA membership and the surveys was charged to a project fund in the President's budget. However, going forward into future years the need for salary data will continue. This will require continuation of both the membership in CUPA and the purchase of the survey data this year and into future budget years. The CUPA membership and data fees will be approximately \$3670.

I have added \$3670 to the HR budget for that purpose

- 3) The Human Resources Department administers compliance with a very wide range of federal and state employment related laws. The statutes, regulations and case law pertaining to these matters are constantly changing. In order to administer University compliance policies it is essential that the Human Resources Department restore access to professional publications that provide up to date information about changes in the laws and regulations.

I have added \$850 to the HR operating budget for that purpose. This is just a start to the restoration of essential information sources and it will have to be increased in future years.

Additionally I have added \$2000 for expenses for staff HR staff training, which has been entirely absent from the budget for years.

- 4) Legal expenses from the administration of the retirement plans arise in part from Colorado law (periodic Optional Retirement Plan review) and in part from IRS regulations (IRS Favorable Determination Letter). In addition IRS regulations are revised from time to time and we cannot know ahead of time what will be changed and how much in legal fees will be needed to amend the plan documents to comply with the changes that are made. It is very difficult to budget for these costs. In years in which the University must obtain a Favorable Determination Letter from the IRS, or there are a substantial number of changes in federal regulations, legal expenses may be \$15,000 or more. In years in which there is little legal work needed to comply with regulatory changes and there are few or no changes in the plan documents for other reasons, legal expenses may be less than a thousand dollars.

I can find no indication that these costs have ever been budgeted previously. I believe that is because they are relatively difficult to predict due to the fact that they can run on 3 to 5 year cycles. Also, staff turnover tends to create knowledge gaps when staff leave and take what they know with them, so cost items that come in an irregular manner or every 3 or 5 years can be forgotten.

In the 2016-2017 budget year it is likely that the University will have to pay its portion of the cost for the study that is needed to satisfy the fiduciary responsibilities of the Board of Governors. Those fiduciary duties require a periodic study of the performance of the ORP. I estimate that the University's portion of the cost of the study will be approximately \$1300.

I cannot predict what ORP related legal costs may be, but I have added \$2,000 to the HR operating budget for that purpose.

- 5) Because the HR Department is operating with so few staff, the campus runs a continuous risk of a major service curtailment if any of the current HR staff leave the University. Such a departure would have an immediate detrimental effect on the campus. Even when an employee is replaced reasonably quickly, a restoration of full service requires a period of employee training and development. Under this circumstance it is particularly important to retain current staff. According to the Fox Lawson report, the University's salary for HR Associates is approximately 13% below the market. The market for those skills is reviving with the improved economy, so the number of opportunities to find better paying jobs is growing. I recognize that the Equity Project may eventually address salary issues on a campus-wide basis. However, as a department director and internal service provider, I have an obligation to recommend that the University take steps to avert any further staff losses in the HR Department. To that end I am proposing a salary increase for the Human Resources Associate and the Human Resources Specialist of 3% in order to reduce the risk of losing those staff. This would be a small first step toward returning to a more competitive standing in the market for those services.

I have added \$2754 in salary costs to the Department budget for 2016-2017.

# Base Budget Request

Fiscal Year 2016-2017

**Purpose of Form:** When base operating changes are requested for the new budget request year, the following information must be provided.

- Instructions:**
1. Cells with \$0.00 have formulas for automatic calculations.
  2. Enter the requested amount on the appropriate line below and check your figures for accuracy.
  3. Attach supporting documentation.
  4. Completed forms should be returned to the appropriate Dean/Director for his/her submission to Cabinet.

**Contact Person:** Erich Matola **Phone No.** 719-549-2379

**FY 2014-2015 Base Budget**

Department/Division	NETWORK AND TECHNOLOGY
Salaries	\$985,595.00
Operating Expense	\$347,065.00
Total:	\$1,332,660.00

**Requested Changes**

EXPENDITURES	Fringe Rate	Salaries	*Fringe	Total	FTE
<b>1. Salaries</b>					
a. Faculty (5000)	30.21%		0.00	0.00	
b. Adjunct (5011)	30.21%		0.00	0.00	
c. Administrative Professional (5100)	30.21%		0.00	0.00	
d. State Classified (5400)	34.06%		0.00	0.00	
e. Graduate Assistants (5351)	3.50%		0.00	0.00	
f. Non-Student Hourly (5581)	15.81%		0.00	0.00	
g. Temporary Faculty/Staff (5541)	30.21%		0.00	0.00	
h. Student Hourly (5611)	0.00%		0.00	0.00	
<b>Total Salary and Fringe</b>		\$0	\$0	\$0	0.00

\*Fringe rates are subject to change

**2. Operating Expenses (6000-9999)**

Description: _____	Amount: _____
_____	_____
_____	_____
_____	_____

**Total Requested Changes:** \$0 \$0 \$0 0.00

FY 2015-2016 Request:	(Sum of prior year's base + Requested Changes)				
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FY 2015-2016 One-time Funds Request					
Description:	Increase Software and Hardware Licensing Fees				\$69,914
	Bob Cat for Tech Support - Need to replace a 2006 electric golf cart.				\$13,993
	Maintenance and battery replacement has made the upkeep of this electric car pr	Amount:			\$83,907

Please attach additional documentation for justification of above expenditures.



## Product Quotation

Quotation Number: 1885E019301

Date: 2015-10-01 11:57:58

Ship to	Bobcat Dealer	Bill To
CSU PUEBLO PUEBLO, CO 81005	Bobcat of the Rockies, LLC, Pueblo West, CO 579 E. ENTERPRISE DRIVE PUEBLO WEST CO 81007-0029 Phone: 719-647-2317 Fax: 719-547-3781  ----- Contact: Devin Ames Phone: (719)647-2317 Fax: (719)547-3781 Cellular: (719)240-1897 E Mail: dames@bobcatoftherockies.com	CSU PUEBLO PUEBLO, CO 81005

Description	Part No	Qty	Price Ea.	Total
3400 Gas (MY15)	M1303	1	\$13,249.00	\$13,249.00
Engine	Electrical			
Key Start	Headlights, High & Low Beams 2-35 Watts			
Liquid Cooled	LED Tail & Brake Lights			
Single Cylinder EFI	2-12 Volt Power Ports			
Pressurized Oiling system with Spin-on Filter	Operator Compartment			
Spark Arrestor Exhaust System	Beverage Holder (2)			
Drive System	60/40 Split Bench Seats (3 Occupants)			
Variable Speed Drive (Belt CVT)	Under Seat, Glove Box, and Under Dash Storage			
Sealed CVT Cover	Seat Belts with 3-Point Restraint, retractable			
Four Wheel Drive - 3 Drive Modes	Instrumentation			
Forward Travel, Two range (H/L)	Indicator Lights: Seat Belt Reminder, High Beam On,			
Gear Selector P-R-N-L-H	Engine Temp High, Service Power Steering and Service			
CV Guard, Front	Engine.			
Brakes - 4-Wheel, Hydraulic Disc with Dual Bore Front	LCD Display: Engine Temp, Engine RPM, Voltage,			
Calipers	Trip, Hour Meter, Tachometer, Fuel Level, Clock, Drive			
Suspension & Steering	Mode, Odometer, Service Reminder and Gear Position.			
Front - Independent, Dual A-Arm	Analog Display: Speedometer			
Rear - Multi-Link De Dion	Cargo Box and Frame			
Adjustable Front and Rear Coil Over Shocks	Composite Cargo Box with Cylinder Lift Assist			
Rack & Pinion w/ Electric Power Steering Assist	Quick Latch Tailgate			
Tilt Steering Column	Integrated Box Accessory System			
Tires/Wheels	Rear Receiver Hitch - 2 in.			
Kendra Terra Trac Tires	Skid Plates			
Front, 25x10-12/12x6 orange steel rim	ROPS (Roller Over Protective Structure)			
Rear, 25x11-12/12x8 orange steel rim	Warranty, 12 months/1,000 hours			

Description	Part No	Qty	Price Ea.	Total
ROOF,PREMIUM	7227936	1	\$529.00	\$529.00
WINDSHIELD POLY W/HARDCOAT	7227930	1	\$530.00	\$530.00
DOORS, PREMIUM FRONT	7227960	1	\$2,229.00	\$2,229.00
REAR PANEL,POLY	7227942	1	\$356.00	\$356.00

Total of Items Quoted	<b>\$16,893.00</b>
Discount Muni 12/12	<b>(\$3,000.00)</b>
Quote Total - US dollars	<b>\$13,893.00</b>

**Notes:**  
FACTORY ORDER

## IT Inflation FY 17

Product	Current Cost	Rate of Inflation	Increase	Next Year Cost	Notes
Oracle	\$26,000.00	8%	\$2,080.00		
Microsoft	\$30,000.00	5%	\$1,500.00		Based on our total number of users , if our enrollment goes up, we pay more
VMWare	\$20,000.00	6%	\$1,200.00		
Enterasys Core Switches	\$0.00		\$20,000.00		Not in current budget Annual License Cost
Blackboard	\$23,000.00	13%	\$2,990.00		
Powerbuilder	\$2,880.00	5%	\$144.00		
ESET Antivirus	\$0.00	6%	\$30,000.00	3 year contract	Not in current budget Campus Spam Filter
OpenDNS	\$11,000.00		\$11,000.00		Not in current budget Prevents command & control callbacks, malware, and phishing over any port or protocol.
	\$112,880.00		\$68,914.00		
Miscellaneous	\$20,000.00	5%	\$1,000.00		
			\$69,914.00		



# Base Budget Request

Fiscal Year 2016-2017

**Purpose of Form:** When base operating changes are requested for the new budget request year, the following information must be provided.

- Instructions:**
1. Cells with \$0.00 have formulas for automatic calculations.
  2. Enter the requested amount on the appropriate line below and check your figures for accuracy.
  3. Attach supporting documentation and indicate how the budget requests relate to the Strategic Plan.
  4. Completed forms should be returned to the appropriate Dean/Director for his/her submission to Cabinet.
  5. Dean/Director must prioritize their department requests in a list submitted to the Budget Office along with the budget requests, supporting documentation, and relation to the Strategic Plan.
  6. Completed forms are due to the Budget Office no later than October 30, 2015.

**Contact Person:** Karl Spiecker **Phone No.** 549-2314

**FY 2015-2016 Base Budget**

Department/Division	<u>Purchasing</u>		
Salaries	<u>\$128,300.00</u>		
Operating Expense	<u>\$18,244.00</u>		
Total:		<u>\$146,544.00</u>	

**Requested Changes**

EXPENDITURES	Fringe Rate	Salaries	*Fringe	Total	FTE
<b>1. Salaries</b>					
a. Faculty (5000)	30.21%	_____	0.00	0.00	_____
b. Adjunct (5011)	30.21%	_____	0.00	0.00	_____
c. Administrative Professional (5100)	30.21%	_____	0.00	0.00	_____
d. State Classified (5400)	34.06%	_____	0.00	0.00	_____
e. Graduate Assistants (5351)	3.50%	_____	0.00	0.00	_____
f. Non-Student Hourly (5581)	15.81%	_____	0.00	0.00	_____
g. Temporary Faculty/Staff (5541)	30.21%	_____	0.00	0.00	_____
h. Student Hourly (5611)	0.00%	_____	0.00	0.00	_____
<b>Total Salary and Fringe</b>		<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>0.00</u>

\*Fringe rates are subject to change

**2. Operating Expenses (6000-9999)**

Description: <u>Object Code 6610 - Temporary Employee Services</u>		Amount:	<u>\$21,600.00</u>
_____			_____
_____			_____
_____			_____
<b>Total Requested Changes:</b>			<u>\$21,600</u>

FY 2016-2017 Request:	(Sum of prior year's base + Requested Changes)	<u>\$168,144.00</u>	
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<b>FY 2016-2017 One-time Funds Request</b>	
Description: _____	Amount: _____

**Please attach document(s) for justification of above expenditures.**

The Procurement Department within the Finance and Administration Division provides Leadership to Colorado State University-Pueblo in the procurement of goods, services, p-card, construction, and travel. As such, the Procurement Department is required to train and update all policies, procedures and manuals to ensure compliance with these services. The Procurement Department currently operates with two full time employees.

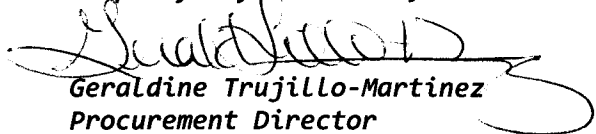
The Procurement Department is requesting a temporary employee to assist with p-card reviews, office coverage and vendor outreach. Currently, there are approximately 180 PCARD holders that use their p-card on a daily basis. The transactions that we have been able to review have demonstrated a decrease in program compliance and an increase in violations. These concerns were also mentioned recently in an internal audit. Such violations could put the University in jeopardy with the State Controller's Office, State Auditor's Office and the general public as they illustrate non-compliance to the program.

This past year, the University implemented the Rocky Mountain E-Purchasing System, for the solicitation process as we are required by statute to competitively bid items once they meet established thresholds. The addition of a temporary employee will enable procurement staff to obtain necessary training on the new purchasing bid system. In addition, the Procurement Department Staff will need to be trained in the travel module for Kuali this coming year, as it is the next module that will be introduced to the campus community.

Lastly, our commitment to creating a small business program within the department is vital to our continual interaction with the community. We have managed to provide several small businesses with our business in the procurement of commodities. However, it is our intent to continue reaching out to our community, but we are finding it difficult to move forward on this important goal unless we have staff to assist in helping set up vendor meetings, vendor shows, etc.

Lastly, I would like to thank you in advance for your consideration. I do know that we are all doing the best to move forward with all of our program goals and requirements that we have, but I truly am concerned about program compliance. Purchasing deals with public funds, and it is important to maintain an image of integrity and trust, so that interested students/parent/public knows that we are being responsible with funds entrusted to the University.

Respectfully submitted,

  
Geraldine Trujillo-Martinez  
Procurement Director